

Staff Assessment Form

A simple, fair framework for reviewing team performance. Rate each criterion 1 (needs significant improvement) to 5 (exceptional).

Employee details

Employee name	
Role / position	
Manager / reviewer	
Review period	
Date of review	

Core performance

Criteria	1	2	3	4	5
1. Quality and accuracy of work					
2. Productivity and meeting deadlines					
3. Job knowledge and technical skills					
4. Problem solving and initiative					
5. Reliability and attendance					

Working with others

Criteria	1	2	3	4	5
1. Communication with team and customers					
2. Teamwork and cooperation					
3. Customer service attitude					
4. Adaptability to change					
5. Follows health and safety practices					

Growth and values

Criteria	1	2	3	4	5
1. Takes ownership and accountability					

Criteria	1	2	3	4	5
2. Open to feedback and learning					
3. Reflects business values					
4. Leadership potential					

Summary

Total score: _____ / 70 60-70 Outstanding | 45-59 Strong | 30-44 Developing | under 30 Needs a support plan

Key strengths:

Areas for development:

Goals for next period (SMART):

1. _____
2. _____
3. _____

Employee comments:

Employee signature: _____ Manager signature: _____

Next steps

Keep reviews regular, two-way and documented. Under the Employment Relations Act 2000, act in good faith - if performance concerns arise, follow a fair process and give the employee a chance to respond.

General guidance only - not legal, tax or financial advice. Talk to your accountant, lawyer or a business broker about your situation.