

# IT Helpdesk Personnel Performance Review

## Employee Information

Employee Name

Position/Title

Department

Review Period

Reviewed by

Date

## Performance Criteria

Criteria	Rating (1-5)	Comments
Technical Knowledge	<input type="text"/>	<input type="text"/>
Problem Solving	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Response Time	<input type="text"/>	<input type="text"/>
Customer Service	<input type="text"/>	<input type="text"/>

Teamwork	<div></div>	<div></div>
Attendance & Punctuality	<div></div>	<div></div>

Strengths

Areas for Improvement

Goals & Recommendations

Employee Comments

Reviewer Signature

Date

Employee Signature

Date

