****

[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Production Employee Performance Review Template**

|  |
| --- |
| **Production Employee Performance Review Template** |
| **Adele Vance:** Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
|
|
|
|
|
| For a Production Employee Performance Evaluation Template, the questions should assess various aspects of the employee’s performance, including technical skills, efficiency, teamwork, and adherence to safety protocols. Below are some detailed questions categorized by key performance areas: |
|
|
| **1. Technical Skills & Competence** |
| **Q1:** How well does the employee demonstrate proficiency in operating production machinery or equipment? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Does the employee follow production protocols and guidelines effectively? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** How accurately does the employee complete tasks without supervision? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Has the employee shown improvement in their technical skills over the evaluation period? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **2. Quality of Work** |
| **Q1:** Does the employee consistently produce work that meets or exceeds quality standards? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** How often does the employee need to rework or correct production errors? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** How well does the employee detect and report quality issues in the production line? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Does the employee contribute to maintaining a high standard of output? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **3. Productivity & Efficiency** |
| **Q1:** Is the employee able to meet production targets and deadlines consistently? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** How well does the employee manage their time to complete tasks efficiently? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Does the employee demonstrate the ability to optimize processes or reduce waste during production? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Has the employee maintained or improved their productivity over time? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **4. Safety & Compliance** |
| **Q1:** Does the employee adhere to all safety protocols and regulations in the production environment? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Has the employee had any safety incidents, and if so, how were they handled? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Does the employee proactively report potential safety hazards or issues? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** How effectively does the employee use personal protective equipment (PPE) and maintain a safe working area? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **5. Teamwork & Communication** |
| **Q1:** How well does the employee collaborate with coworkers and supervisors in the production team? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Does the employee effectively communicate any issues or improvements regarding the production process? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Is the employee open to feedback from supervisors and team members? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Does the employee contribute to creating a positive and cooperative work environment? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **6. Problem-Solving & Initiative** |
| **Q1:** How effectively does the employee troubleshoot issues on the production line? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Does the employee show initiative in addressing problems or improving processes without being prompted? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** How well does the employee handle unexpected challenges in the production process? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Does the employee suggest or implement improvements that enhance production efficiency or quality? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **7. Attendance & Punctuality** |
| **Q1:** How consistently does the employee maintain reliable attendance? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Is the employee punctual in starting shifts and returning from breaks? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Has the employee’s attendance affected overall production output or team performance? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Does the employee follow the company’s attendance policy? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **8. Adaptability & Learning** |
| **Q1:** How well does the employee adapt to changes in the production process or new technologies? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Is the employee open to learning new techniques or using new equipment? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Has the employee participated in any training or development programs, and how has that impacted their performance? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Does the employee respond positively to changes in production schedules or tasks? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **9. Work Ethic & Attitude** |
| **Q1:** Does the employee demonstrate a strong commitment to their role and responsibilities? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** How would you describe the employee’s attitude towards their work and coworkers? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Is the employee motivated and enthusiastic about contributing to production goals? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Does the employee go beyond their regular duties when necessary? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **10. Overall Performance & Contribution** |
| **Q1:** How would you rate the employee’s overall performance in meeting production goals? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** What specific contributions has the employee made to the production team’s success? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** In what areas does the employee excel, and where is there room for improvement? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Would you recommend the employee for additional responsibilities or leadership opportunities based on their performance? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Rating of this employee (Miriam's answers) (Between 1-10)** |
|   | **Rating** |   | **Weighted Average** |
| **Cultural fit** | 6.5 |   | 7.125 |
| **Goal progress** | 8 |   |
| **Quality of work** | 7 |   |
| **Communication** | 7 |   |
| **Overall Comments** |
|  |
|
|
|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |