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[**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**

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