**Key Performance Indicators (KPI) Assessment Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | | |
| Employee ID |  | Department |  |
| Position/Designation |  | Supervisor/Manager |  |
| Review Period |  | Date of Review |  |

**Section 1 – KPI Performance Evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KPI Category** | **Description / Objective** | **Target / Goal** | **Actual Performance** | **Weight (%)** | **Score (1–5)** | **Weighted Score** |
| Productivity | Complete assigned projects on time | 100% | 95% | 25% | 4 | = |
| Quality of Work | Maintain accuracy and attention to detail | <2% error rate | 1.5% | 20% | 5 | = |
| Attendance & Punctuality | Maintain consistent attendance and punctuality | 100% | 98% | 10% | 4 | = |
| Teamwork & Collaboration | Support team goals and cooperation | Positive peer feedback | Achieved | 15% | 5 | = |
| Customer Satisfaction | Achieve positive client feedback scores | 90% positive | 92% | 15% | 4 | = |
| Initiative & Innovation | Suggest improvements / solve problems proactively | 3 initiatives per quarter | 2 | 15% | 3 | = |

**Total Weight: 100%**

📘 **Formula:**

* Weighted Score for each KPI = Weight × Score
* Total KPI Score = =SUM
* If you want the **Final KPI Rating (out of 5)** → =SUM/100

**Section 2 – Overall Rating**

|  |  |
| --- | --- |
| **Rating Scale** | **Description** |
| 5 | Outstanding – Exceeds all expectations |
| 4 | Very Good – Often exceeds expectations |
| 3 | Satisfactory – Meets expectations |
| 2 | Needs Improvement – Below expectations |
| 1 | Unsatisfactory – Fails to meet expectations |

**Final KPI Score:** \_\_\_\_\_\_\_\_ / 5  
**Overall Performance Rating:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Supervisor’s Comments** |
|  |

|  |
| --- |
| **Employee Comments** |
|  |

**Section 5 – Signatures**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Name** | **Date** |
| Employee |  |  |
| Supervisor / Manager |  |  |
| HR Representative |  |  |