

Employee Review Template from AIHR

A complete employee review HR can adapt in minutes.

WHAT'S INSIDE

01

A full performance review in one editable Word document.

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Competencies, KPIs, OKRs, and SMART goals in one place.

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Rate on a 1 to 5 scale, add notes, and capture sign-off.

04

Fully editable in Word to fit your team and roles.

KEEP LEARNING WITH AIHR

AIHR's certificate programs give HR pros the practical playbooks behind templates like this one. Explore the preview lesson for free.

FEATURED VIDEO LESSON

Run Better Employee Reviews with AIHR

Make employee reviews fairer and more consistent. Preview a lesson from AIHR's **Talent Management & Succession Planning Certificate Program** to:

- Run structured talent reviews for fair decisions
- Map performance, potential, and development needs
- Turn insights into clear career and succession actions



PREVIEW LESSON

Employee Review Template

Employee name		Review period	Q4 2025
Job title	HR Manager	Department	Human Resources

<div>Core competencies</div> <div>List the skills and behaviors expected of all employees. Evaluate each one to obtain a balanced view outside of role-specific results. In the example below, AIHR's T-shaped HR Competency Model has been applied.</div>			
Core competency 1	Business acumen	Rating	3
Core competency 2	Data literacy	Rating	4
Core competency 3	Digital agility	Rating	3
Core competency 4	Communication skills	Rating	3
Core competency 5	People advocacy	Rating	3
Core competency 6	Execution excellence	Rating	4

<div>Role-specific metrics</div> <div>Include and rate key performance indicators (KPIs) and objectives and key results (OKRs) to tie employee performance directly to their job responsibilities.</div>			
Key performance indicators (KPIs)			
KPI 1	% of HR business-aligned initiatives; % improvement in business impact metrics	Rating	
KPI 2	Number of data-driven decisions; % of initiatives backed by analytics insights	Rating	
Objectives and key results (OKRs)			
OKR 1	100% of HR initiatives mapped to strategic business objectives	Rating	
OKR 2	Quarterly review of business impact metrics	Rating	

<div>Behavior examples</div> <div>Detail concrete examples of employee behavior using observable facts under the Situation–Action–Result (SAR) model.</div>	
Example using Execution Excellence and Data Literacy dimensions from the T-shaped HR Competency Model	
Situation	The HR department faced delays in recruitment reporting due to manual processes, affecting quarterly business reviews.

Action	<ul style="list-style-type: none">• [Employee name] analyzed reporting workflows using people analytics to identify bottlenecks• They implemented a dashboard using the company's HRIS system to automate data collection and visualization• Collaborated with IT and recruitment teams to ensure alignment with hiring KPIs.
Result	<ul style="list-style-type: none">• Reporting time was reduced by 60%, data accuracy increased to 98%• Leadership gained real-time insights to improve workforce planning• This project was recognized as a key enabler for faster hiring decisions.
[Add relevant situation to provide context for employee behavior evaluation.]	
Situation	[List key details of the situation.]
Action	[List the actions the employee took to handle the situation.]
Result	[List the results of the employee's actions.]

Goals <i>Assess goals from the previous review period and list goals to achieve by the next review period. Present them using the SMART (specific, measurable, achievable, relevant, and time-bound) method.</i>	
Business acumen	
Goal 1	<p>By June 30, align at least 3 HR programs directly with strategic business objectives by conducting strategy co-creation workshops with leadership and implementing measurable business impact metrics for each initiative.</p> <ul style="list-style-type: none">• Specific: Strengthen alignment between HR initiatives and business strategy by increasing strategic co-creation activities.• Measurable: Collaborate with business leaders to launch 3 new HR initiatives tied directly to organizational strategic priorities.• Achievable: Partner with senior leadership and key stakeholders to define business priorities and identify high-impact areas.• Relevant: This ensures HR is positioned as a strategic business partner driving organizational outcomes.• Time-bound: Complete within the next 6 months.
Goal 2	
Data literacy	
Goal 1	<p>By July 31, launch 2 new HR digital solutions (e.g., AI-powered recruitment tool and automated onboarding system) with a 90% user adoption rate, reducing process time by 30%.</p> <ul style="list-style-type: none">• Specific: Drive digital adoption within HR by introducing new digital solutions.• Measurable: Introduce 2 new digital HR tools or automations and achieve 90% user adoption rate across the team.• Achievable: Builds future-ready HR functions aligned with digital transformation strategies.• Relevant: Faster hiring reduces lost productivity, helps hit product and revenue targets.

	<ul style="list-style-type: none">• Time-bound: Within 6 months.
Goal 2	

Development plan

This plan will outline the skills the employee needs to build, required learning actions, and resources the organization will provide.

Data-driven decision-making

Skill	Workforce analytics and data storytelling (turn HR data into clear insights and actions)
Required learning	<ul style="list-style-type: none">• How to pull clean reports from HRIS/ATS• Excel (pivot tables), basic SQL, and data visualization (e.g., dashboards)• Core metrics: attrition, quality of hire, time to fill, DEI representation, engagement• Basics of statistics in plain terms: trends, cohorts, confidence, sample bias• Framing insights as business recommendations (so what/now what).
Provided resources	<ul style="list-style-type: none">• Tool access — HRIS reporting, an approved BI tool, and a safe data sandbox• Training budget for a short analytics course or certification• A data mentor (from People Analytics or Finance) and a monthly review cadence• Time allocation (e.g., 4 hours/week) to build one live HR dashboard and present it quarterly• A shared metric dictionary to ensure definitions are consistent across teams.
[State an area in which the employee needs (further) development.]	
Skill	[Include a relevant skill the employee must learn to make them more efficient in this area.]
Required learning	[List the learning requirements for the employee to obtain the skill mentioned above.]
Provided resources	[List the resources the company will provide to support the employee in this aspect.]

Employee comments

Employees should use this section to record their own perspective on their performance, and acknowledge the feedback they've received.

[Add relevant details not already in the review to provide more information for reflection and further insight.]

Confidentiality statement

Read and acknowledge the below statement before signing this document.

[Include the relevant confidentiality statement in this section after consulting with your legal and HR teams.]

Acknowledgement and signatures

HR
contact
person

Direct
manager

Employee

Related Resources

Explore more expert insights and tools from the Academy to Innovate HR

FREE TEMPLATE



Performance Improvement Plan Template & Guide [Free Download]

Set clear goals, define next steps, and track employee progress with a structured PIP template.

EXPLORE

RESOURCE LIBRARY



The 9 box Grid for Talent Management

Assess performance and potential to identify top talent, development needs, and succession options.

EXPLORE

CERTIFICATE PROGRAM



Talent Management & Succession Planning Certificate Program

The Talent Management Certificate Program helps you map talent, build pipelines, and make smarter talent decisions.

EXPLORE