Simple Performance Review Template

|  |  |  |  |
| --- | --- | --- | --- |
| Employee information | | | |
| **Employee name** |  | Department |  |
| **Job title** |  | Manager name |  |
| **Last review date** |  | Review period |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance overview | Needs improvement | Meets expectations | Exceed expectations | Comments |
| Quality of work |  |  |  |  |
| Productivity |  |  |  |  |
| [Enter category] |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Goals | Achieved (Yes/No) | Comments |
| [Enter goal] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)

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| --- |
| **Strengths and development areas** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Overall performance | Exceeds expectations | Meets expectations | Needs improvement |
| Overall rating |  |  |  |

|  |  |
| --- | --- |
| **Employee signature** |  |
| **Reviewer signature** |  |

[A screenshot of a cellphone

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