Performance Review Template

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

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| --- | --- | --- | --- | --- | --- |
| Employee performance | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Employee achieves the objectives of the job |  |  |  |  |  |
| Employee meets the criteria for performance |  |  |  |  |  |
| Employee fulfills all the requirements of the job |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| Job behavior | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Employee helps other employees with their work when they have been absent |  |  |  |  |  |
| Employee helps others when their work load increases (assists others until they get over the hurdles) |  |  |  |  |  |
| Employee volunteers to do things not formally required by the job |  |  |  |  |  |
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| Core competencies | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Communication |  |  |  |  |  |
| Problem-solving |  |  |  |  |  |
| Teamwork & collaboration |  |  |  |  |  |
| [Enter competency to evaluate] |  |  |  |  |  |
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| --- | --- | --- |
| Goals | Achieved (Yes/No) | Comments |
| [Enter goal] |  |  |
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| Employee potential | Maximized | Growth within function | Promotable in the long term | Promotable in the short term |
| How would you qualify the employee's potential? |  |  |  |  |

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

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| **Points of improvement** |
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| **Development and support needs** |
| * Training or courses that would help the employee perform better * Coaching, mentoring, or resources needed |

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

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

Logo

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[A screenshot of a cellphone

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