

Performance review template

Employee's name:

Appraiser's name:

Department:

Employee's job title:

Appraiser's job title:

Date:

For employers...

Use the spaces below to consider the performance of your employee since their last review, where they could improve, what they should focus on before their next review, and specific achievements that stand out to you:

Success areas:

Areas for
development:

Focus areas for
next review:

Overall
achievements:



For employers...

Here, you can give your employee more specific and measurable feedback on individual skills:

Areas of evaluation	*Relevance (scale 1-4)	*Performance (scale 1-4)	Feedback	Development focus
Technical skills and competence:				
Engagement and a positive attitude:				
Communication and team collaboration:				
Demonstration of our values:				
Ability to meet deadlines:				
Taking initiative:				
Leadership qualities:				
Consistency:				

***Job relevance scale:** 1 = rarely required, 2 = basic understanding required, 3 = regularly required, 4 = critical for the role

***Performance scale:** 1 = unsatisfactory, 2 = needs improvement, 3 = meets expectation, 4 = exceeds expectations



For employers...

Here, you can give your employee more specific and measurable feedback on individual skills:

Areas of evaluation	*Relevance (scale 1-4)	*Performance (scale 1-4)	Feedback	Development focus
Quality of work produced:				
Punctuality and attendance:				
Adaptability and flexibility:				
Honesty and taking responsibility:				

*Job relevance scale: 1 = rarely required, 2 = basic understanding required, 3 = regularly required, 4 = critical for the role

*Performance scale: 1 = unsatisfactory, 2 = needs improvement, 3 = meets expectation, 4 = exceeds expectations



For employees...

Based on what you've discussed so far, at the end of the meeting, agree on what actions your employee should take before the next performance review and create a plan to help guide them:

Agreed action plan:

"Whether you think you can, or you think you can't – you're right." Henry Ford

Appraiser's signature:

Employee's signature:

Date:

Date of next review: