

Employee Performance Review Template

This performance review template ensures that both the employee and supervisor engage in a thorough performance assessment. It provides a clear path for development and a mutual understanding of career goals and expectations. It's designed to be flexible enough to adapt to various organizational job roles and departments.

Employee Information

- **Employee Name:**
- **Position:**
- **Department:**
- **Review Period:**
- **Reviewer Name (Supervisor/Manager):**
- **Date of Review:**

Self-Assessment

This section is for the employee to complete before the review meeting.

1. Accomplishments and Strengths

- Describe the key accomplishments you have achieved during this review period.
- What strengths did you demonstrate in achieving these accomplishments?

2. Challenges

- What challenges did you face during this period?
- How did you address these challenges?

3. Professional Growth

- What new skills have you acquired or improved upon during this period?
- How have these contributed to your professional growth?

4. Additional Comments

- Provide any additional comments that you feel are relevant to this review period.

Supervisor Feedback

This section is for the reviewer to complete based on observations and outcomes over the review period.

1. Performance Evaluation

- **Accomplishments and Strengths:**
 - Feedback on the employee's reported achievements and strengths.
- **Areas for Improvement:**
 - Identify any areas where performance did not meet expectations.
- **Overall Performance Rating:**
 - [Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement, Unsatisfactory]

2. Professional Behavior and Skills

- Comment on the employee's communication skills, teamwork, reliability, problem-solving abilities, and any other relevant professional behaviors.

3. Goals Achievement

- Assess the extent to which the employee has achieved the goals set in the previous review period.

4. Additional Feedback

- Provide additional feedback that can help the employee in their professional development.

Goal Setting for Next Period

1. Short-Term Goals

- List specific, measurable goals for the next review period.
- How do these goals align with the department and company objectives?

2. Long-Term Goals

- Outline broader career development goals.
- Discuss potential opportunities for growth within the company.

Improvement Plans

1. Areas for Development

- Specify areas where improvement is required.
- What resources or support will the company provide to facilitate this development?

2. Action Plan

- Detail specific actions the employee needs to take to improve performance.
- Include timelines and expected outcomes.

Employee Feedback

1. Feedback on the Review Process

- What are the employee's thoughts on the current review process?
- Suggestions for improvement of the review process.

2. Support Needed

- What additional support does the employee need from management to achieve their goals?

Employee Signature: _____ (Sign to acknowledge participation in the review process)

Reviewer Signature: _____ (Sign to confirm the review was conducted fairly and objectively)

Date: _____