Employee Performance Review

The manager completes this form before the review meeting, using the employee's self-evaluation, goal results and notes from the period. Every rating must include at least one specific example. Rating scale: 5 = Exceptional, consistently far above expectations; 4 = Exceeds expectations; 3 = Fully meets expectations; 2 = Partly meets expectations, improvement needed; 1 = Does not meet expectations.

EMPLOYEE AND REVIEW DETAILS

Employee name

Employee ID

Job title

Department

Reviewer (manager)

Review type

☐ Annual ☐ Mid-year ☐ Quarterly ☐ End of probation ☐ Project-based

Review period start

Review period end

Self-evaluation received

☐ Yes ☐ No

GOAL RESULTS

Goal 1: description and target

Goal 1: result achieved and evidence

Goal 1 rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Goal 2: description and target

Goal 2: result achieved and evidence

Goal 2 rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Goal 3: description and target

Goal 3: result achieved and evidence

Goal 3 rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

CORE COMPETENCIES

Job knowledge and quality of work: rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Job knowledge and quality of work: examples

Productivity and reliability: rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Productivity and reliability: examples

Communication and collaboration: rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Communication and collaboration: examples

Problem solving and judgment: rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Problem solving and judgment: examples

Customer focus (internal or external): rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Customer focus: examples

Leadership and people development (managers only): rating

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Leadership and people development: examples

OVERALL ASSESSMENT

Key strengths this period

Areas to improve

Overall rating

☐ 5 - Exceptional ☐ 4 - Exceeds expectations ☐ 3 - Fully meets expectations

☐ 2 - Partly meets expectations ☐ 1 - Does not meet expectations

Overall comments

GOALS AND DEVELOPMENT FOR THE NEXT PERIOD

Performance goals for next period (with measures and dates)

Development goals (skills, training, stretch assignments)

Support the manager will provide

Career interests discussed

EMPLOYEE COMMENTS

Employee comments on this review (optional)

SIGNATURES

The employee's signature confirms the review was discussed with them. It does not mean the employee agrees with every rating. The employee may add written comments, which will be kept with this review.

SIGN-OFF

Employee signature

Date

Date

Manager signature

Date

Date

Second-level manager or HR review

Date

Date