



PERFORMANCE REVIEW FORM

Employee Name:

Review Type: Mid Year / Annual

Role:

Date:

Club Location:

Reviewer:

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1. KPI Performance (Role-Specific)

Score 1–5

(1 = Needs Improvement, 5 = Outstanding)

KPI	Score 1-5	Comments
Sales / Class Delivery / Athlete Progress		
Attendance & Punctuality		
Customer Service		
Retention & Engagement		
Completion of Assigned Tasks		

2. Behaviour & Culture Assessment

Category	Score 1–5	Comments
Respect & Communication		
Teamwork		
Professionalism		
Integrity		
Athlete-First Mindset		
Health & Safety Compliance		



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3. Strengths (Top 3)

- 1.
- 2.
- 3.

4. Areas for Improvement (Top 3)

- 1.
- 2.
- 3.

Development Plan (SMART Goals)

Example: Complete CPR renewal by August; Improve athlete retention by 10%.

Goal	Action Needed	Deadline

Employee Comments:

7. Sign-Off

Employee Signature:

Reviewer Signature:

Date: