

Performance Review template

🌟 Key Wins

What contributions stood out most this month?

Write a brief summary of standout achievements.

🚧 Challenges

What blockers or difficulties were noted?

Summarize any technical, communication, or team issues.

📊 Scorecard (1–5 Scale)

Area	Description	Score (1–5)	Comments
Ownership	Took initiative, met deadlines		
Quality	Work quality, attention to detail		
Communication	Responsiveness, clarity in updates/collaboration		
Learning	Evidence of growth, feedback-seeking		
Team Fit	Collaboration, attitude, cultural alignment		

🎯 Next Month Goals

Set 2–3 clear goals to work on next.

🧠 **Support & Mentorship**

What support will help the contributor grow or perform better?

Resources, mentoring, clarity, or tools needed.

❤️ **Closing Note**

A short message of encouragement or constructive advice.

E.g., "Keep up the great UI work – your initiative on refactoring was impressive."

✅ **Outcomes & Action Items (Internal Use)**

- Added to performance tracker
- Goals set in shared tracker
- Public recognition (if applicable)
- Early signs of disengagement flagged (if applicable)