Review Summary

$!{employeeReview.ReviewHR.reviewTitle}

**Employee: $!{employeeReview.employeesFullName}** **Manager: ${employeeReview.managersFullName}**

Employee’s review submission date: **$!{reviewEmployeeSubmissionDate}**

Manager’s review submission date: **$!{reviewManagerSubmissionDate}**

Accomplishments

**What accomplishments are you proud of? What led to this success?**

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.accomplishmentsEmployee}** | **Manager:**  **$!{employeeReview.accomplishmentsManager}** |

Difficulties encountered / Areas of improvement

**In what areas would you like to improve? What means do you need to succeed?**

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.areasOfImprovementEmployee}** | **Manager:**  **$!{employeeReview.areasOfImprovementManager}** |

Company’s values

**Our values are just as important as technical skills. We invite you to reflect on the way you live the following values.**

TRANSPARENCY

You share information and insight easily before being asked to do so. You communicate concisely and clearly. You are transparent about both positive AND negative information.

1- Never 2- Rarely 3- Sometimes 4- Often 5- Always

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.transparencyValueEmployee}** | **Manager:**  **$!{employeeReview.transparencyValueManager}** |

COLLABORATION

You lend a hand when your teammates need you. You contribute to the company’s team spirit.

1- Never 2- Rarely 3- Sometimes 4- Often 5- Always

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.collaborationValueEmployee}** | **Manager:**  **$!{employeeReview.collaborationValueManager}** |

EXCELLENCE

You challenge the status-quo and experiment with new and different ideas. You act in the company’s interest, not just your team’s. You are focused on client satisfaction (internal and/or external). You do your best at all times.

1- Never 2- Rarely 3- Sometimes 4- Often 5- Always

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.excellenceValueEmployee}** | **Manager:**  **$!{employeeReview.excellenceValueManager}** |

## Training

**Do you have the necessary means / tools / knowledge to effectively do your job? What training could help you achieve your goals?**

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.trainingEmployee}** | **Manager:**  **$!{employeeReview.trainingManager}** |

Summary

**General comments**

|  |  |
| --- | --- |
| **Employee:**  **$!{employeeReview.summaryEmployee}** | **Manager:**  **$!{employeeReview.summaryManager}** |

HR remarks:

|  |
| --- |
| **$!{employeeReview.reviewValidationHRRemarks}** |

**Review validated by : $!{hrFullname} on $!{reviewHrValidationDate}**