

Performance Review Template

Employee Name:	
Review Period:	
Reviewer (Manager) Name:	
Date of Review Meeting:	

1. Overview of Performance Review Purpose

Briefly explain the purpose of the performance review and the main objectives for this session.

2. Review of Past Objectives

- **Objective 1:** [Description]
 - **Achievement Status:** [Achieved/Partially Achieved/Not Achieved]
 - **Comments:** [Detailed feedback on performance related to the objective]
- **Objective 2:** [Description]
 - **Achievement Status:** [Achieved/Partially Achieved/Not Achieved]
 - **Comments:** [Detailed feedback]

(Continue as needed for additional objectives)

3. Key Achievements

- **Achievement 1:** [Description]
 - **Impact/Outcome:** [Detail the impact or outcome of the achievement]
- **Achievement 2:** [Description]
 - **Impact/Outcome:** [Detail the impact or outcome]

(Add more as necessary)

4. Areas for Improvement

- **Area 1:** [Description]
 - **Suggested Actions:** [Steps or actions recommended to improve]
- **Area 2:** [Description]
 - **Suggested Actions:** [Steps or actions recommended to improve]

(Expand as needed)

5. Employee Self-Assessment

Provide a summary of the employee's self-assessment, highlighting their perceived strengths and areas for improvement.

6. Manager's Assessment

- **Strengths:** [List of strengths observed]
- **Improvement Areas:** [List of areas requiring improvement]
- **Overall Performance Rating:** [Scale or description]

7. Goals for Next Review Period

- **Goal 1:** [Description and expected outcomes]
 - **Resources Needed:** [Resources required to achieve the goal]
- **Goal 2:** [Description and expected outcomes]
 - **Resources Needed:** [Resources required]

(Include additional goals as appropriate)

8. Professional Development Plan

Outline plans for training, workshops, or any other professional development activities intended to support the employee's career growth.

9. Feedback from Employee

Provide space for the employee to share their feedback on the review process and any other job-related concerns.

10. Review Summary and Next Steps

Summarize the key points discussed in the review and outline the next steps, including any follow-up meetings or deadlines for goal reassessment.

11. Signatures

- **Employee Signature:** *[Signature & Date]*
- **Reviewer Signature:** *[Signature & Date]*