EMPLOYEE

PERFORMANCE REVIEW

Employee Name
Position
Department
Date of Review
Frequency of review
Reviewer Name
Position
Department

Your Company Name

Address

Phone number

INTRODUCTION TO THIS PERFORMANCE REVIEW

- Provide an overview of the purpose of the performance review.
- Explain your performance review processes.
- Emphasize how evaluating performance regularly is important for individual employee development and organisational success.
- Introduce the key performance areas or competencies relevant to the employee's role. These may include —
 - Job-specific skills and competencies
 - Goals or key performance indicators (KPIs)
 - Time keeping and time management
 - Communication, collaboration, and teamwork
 - Initiative, proactiveness, and problem solving
 - Adherence to company values and policies
- Outline other key components of your performance review. These may include —
 - Strengths.
 - Areas for improvement.
 - Goal setting.
 - Training and development needs.
 - Overall performance rating.
 - Follow-up plan.
 - Acknowledgement and sign off requirements.

—Job-specific skills and competencies—

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MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

Manager's rating in this area

1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent

EMPLOYEE COMMENTS AND EXAMPLES

Employee's self-assessed rating in this area

—Goals or Key Performance Indicators

Expectations and/or Requirements of the Employee	

MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

Manager's rating in this area

1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent

EMPLOYEE COMMENTS AND EXAMPLES

Employee's self-assessed rating in this area

—Time keeping and time management—

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MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

Manager's rating in this area

1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent

EMPLOYEE COMMENTS AND EXAMPLES

Employee's self-assessed rating in this area

—Communication, collaboration, and teamwork—

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MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

Manager's rating in this area

1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent

EMPLOYEE COMMENTS AND EXAMPLES

Employee's self-assessed rating in this area

—Initiative, proactiveness and problem solving —

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MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

Manager's rating in this area

1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent

EMPLOYEE COMMENTS AND EXAMPLES

Employee's self-assessed rating in this area

—Adherence to company values and policies—

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MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

Manager's rating in this area

1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent

EMPLOYEE COMMENTS AND EXAMPLES

Employee's self-assessed rating in this area

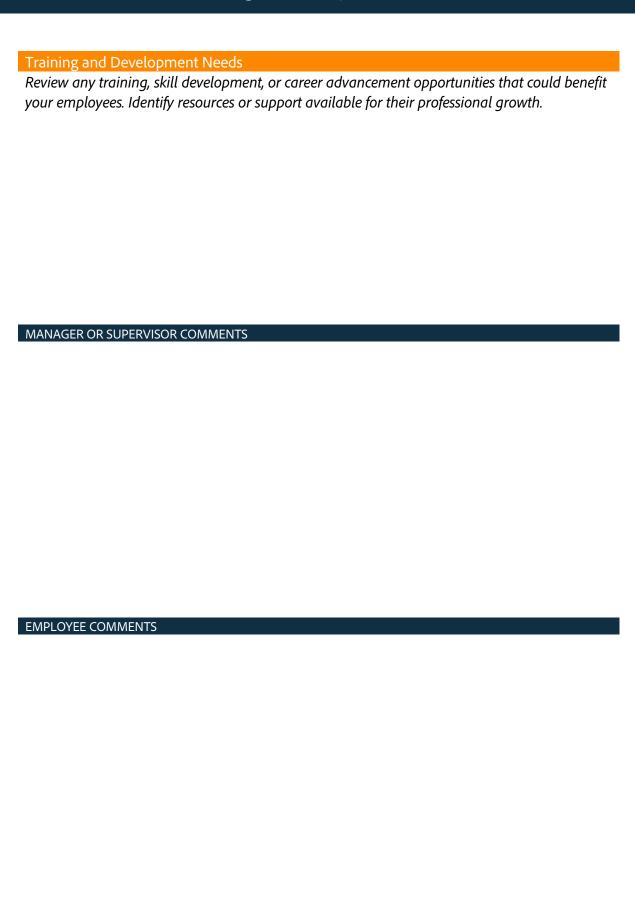
—Strengths and Achievements—

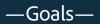


—Areas for Improvement—



—Training & Development Needs—





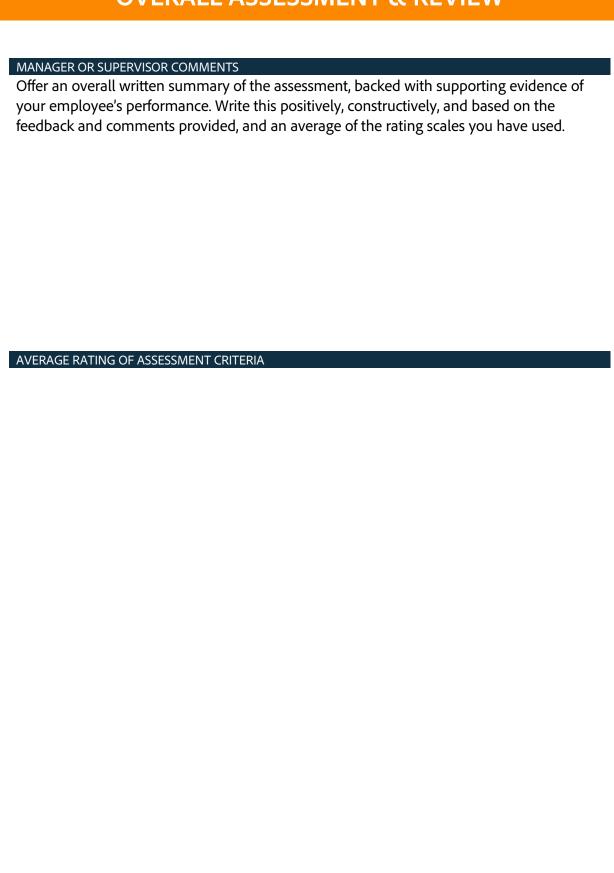


Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for the upcoming performance period collaboratively with your employees. Goals should align with the employee's career aspirations and your organisational objectives.

MANAGER OR SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

OVERALL ASSESSMENT & REVIEW



FOLLOW-UP PLAN

MANAGER OR SUPERVISOR COMMENTS

Outline the next steps, including any follow-up meetings or check-ins to monitor progress on goals and address any concerns or challenges.

ACKNOWLEDGEMENT OF PEFORMANCE REVIEW

