

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—

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

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

—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

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

—Time keeping and time management—

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

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

—Communication, collaboration, and teamwork—

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

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

— Initiative, proactiveness and problem solving —

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

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

—Adherence to company values and policies—

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

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

—Strengths and Achievements—

Highlighted Strengths and Achievements

Highlight your employee's strengths and achievements during the review period. Acknowledge and appreciate their contributions to your team and organisation.

MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

EMPLOYEE COMMENTS AND EXAMPLES

—Areas for Improvement—

Identified Areas for Improvement

Identify specific areas where your employee can improve or develop further. Provide constructive feedback and actionable suggestions for growth.

MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES

EMPLOYEE COMMENTS AND EXAMPLES

—Training & Development Needs—

Training and Development Needs

Review any training, skill development, or career advancement opportunities that could benefit your employees. Identify resources or support available for their professional growth.

MANAGER OR SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

—Goals—

Goal Setting

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

MANAGER OR SUPERVISOR COMMENTS

Offer an overall written summary of the assessment, backed with supporting evidence of your employee's performance. Write this positively, constructively, and based on the feedback and comments provided, and an average of the rating scales you have used.

AVERAGE RATING OF ASSESSMENT CRITERIA

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 PERFORMANCE REVIEW

Employee's Signature

Print Name

Date

Reviewer's Signature

Print Name

Reviewer's Position

Date