

**EMPLOYEE**

**PERFORMANCE REVIEW**

|  |  |
| --- | --- |
| Employee Name | Click or tap here to enter text. |
|  | |
| Position | Click or tap here to enter text. |
|  | |
| Department | Click or tap here to enter text. |
|  | |
| Date of Review | Click or tap to enter a date. |
|  | |
| Frequency of review | Choose an item. |

|  |  |
| --- | --- |
| Reviewer Name | Click or tap here to enter text. |
|  | |
| Position | Click or tap here to enter text. |
|  | |
| Department | Click or tap here to enter text. |



**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 |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Manager’s rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

|  |  |
| --- | --- |
| EMPLOYEE COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Employee’s self-assessed rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

## —Goals or Key Performance Indicators

|  |
| --- |
| Expectations and/or Requirements of the Employee |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Manager’s rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

|  |  |
| --- | --- |
| EMPLOYEE COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Employee’s self-assessed rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

## —Time keeping and time management—

|  |
| --- |
| Expectations and/or Requirements of the Employee |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Manager’s rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

|  |  |
| --- | --- |
| EMPLOYEE COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Employee’s self-assessed rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

## —Communication, collaboration, and teamwork—

|  |
| --- |
| Expectations and/or Requirements of the Employee |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Manager’s rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

|  |  |
| --- | --- |
| EMPLOYEE COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Employee’s self-assessed rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

## —Initiative, proactiveness and problem solving —

|  |
| --- |
| Expectations and/or Requirements of the Employee |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Manager’s rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

|  |  |
| --- | --- |
| EMPLOYEE COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Employee’s self-assessed rating in this area | Choose an item. |
| 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 |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| MANAGER OR SUPERVISOR COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Manager’s rating in this area | Choose an item. |
| 1 – Unacceptable 2 – Needs Improvement 3 – Effective 4 – Highly Effective 5 - Excellent | |

|  |  |
| --- | --- |
| EMPLOYEE COMMENTS AND EXAMPLES | |
| Click or tap here to enter text. | |
| Employee’s self-assessed rating in this area | Choose an item. |
| 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 |
| Click or tap here to enter text. |

|  |
| --- |
| EMPLOYEE COMMENTS AND EXAMPLES |
| Click or tap here to enter text. |

## —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 |
| Click or tap here to enter text. |

|  |
| --- |
| EMPLOYEE COMMENTS AND EXAMPLES |
| Click or tap here to enter text. |

## —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 |
| Click or tap here to enter text. |

|  |
| --- |
| EMPLOYEE COMMENTS |
| Click or tap here to enter text. |

## —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 |
| Click or tap here to enter text. |

|  |
| --- |
| EMPLOYEE COMMENTS |
| Click or tap here to enter text. |

# **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 | |
| Choose an item. | Choose an item. |

# **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**

|  |  |
| --- | --- |
| Employee’s Signature | *Employee to sign here.* |
| Print Name | *Employee to print name here.* |
|  |  |
| Date | *Click or tap to enter a date.* |
|  |  |
|  |  |
| Reviewer’s Signature | *Witness to sign here.* |
| Print Name | *Reviewer to print name here.* |
| Reviewer’s Position | *Reviewer’s Job Title* |
|  | |
| Date | *Click or tap to enter a date.* |