Performance Review Template

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| Employee information |
| **Employee name** |  | Department |  |
| **Job title** |  | Manager name |  |
| **Last review date** |  | Review date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee performance | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Employee achieves the objectives of the job | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Employee meets the criteria for performance | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Employee fulfills all the requirements of the job | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job behavior | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Employee helps other employees with their work when they have been absent | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Employee helps others when their work load increases (assists others until they get over the hurdles) | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Employee volunteers to do things not formally required by the job | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee potential | Maximized | Growth within function | Promotable in the long term | Promotable in the short term |
| How would you qualify the employee's potential? | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Areas of excellence** |
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| **Points of improvement** |
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| --- |
| **Additional comments** |
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|  |  |
| --- | --- |
| **Employee signature** |  |
| **Reviewer signature** |  |