Performance review

Employee name _____

Role _____

Manager _____

Review period _____

Date of meeting _____

Summary

How did this person's year (or period) go, in two or three sentences?

Strengths

What did this person do well? Give an example for each.

What should they keep doing?

Areas to develop

What is one thing to work on? What happened?

What would better look like?

Goals for the next period

Goal 1. How will you both know it's done? By when?

Goal 2. How will you both know it's done? By when?

Support

What will you, the manager, do to help?

Employee comments

Anything the employee would like to add.

Employee signature and date

Manager signature and date

Signing shows the review was discussed. It does not mean the employee agrees with every point.