

# Performance Review

**Employee Name:**

**Position:**

**Review Period:**

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## Performance highlights

Accomplishments and outstanding performance highlights – these achievements and contributions positively impacted our team and organization (strengths, skills, and unique abilities).

### #1 Performance highlight & achievement

- Impact: *Describe the positive outcome or result*
- Strengths demonstrated: *Highlight the employee's skills or qualities*

### #2 Performance highlight & achievement

- Impact: *Describe the positive outcome or result*
- Strengths demonstrated: *Highlight the employee's skills or qualities*

## Areas for improvement

Feedback on opportunities to enhance performance, develop new skills, and grow within their role.

### #1 Area for improvement

- Suggested actions: *Provide specific steps or recommendations*
- Support & resources: *Offer assistance or training opportunities*

### #2 Area for improvement

- Suggested actions: *Provide specific steps or recommendations*
- Support & resources: *Offer assistance or training opportunities*

## Goal setting

SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for the next review period – align individual development and the organization's objectives.

### #1 Performance goal

- Key actions: Outline the steps required to achieve the goal
- Timeline & milestones: The deadline/timeframe for completion

### #1 Development goal

- Learning opportunities: Identify resources or training programs to support development
- Timeline & milestones: The deadline/timeframe for completion

## Additional comments & feedback

Additional comments, feedback, or suggestions for professional growth, as well as support provided for continuous improvement.

### Notes:

**Manager's signature:** \_\_\_\_\_

**Employee's signature:** \_\_\_\_\_

**Date of review:** \_\_\_\_\_