

Performance Review

Employee Name:

Position:

Review Period:

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: _____