

Performance Review Template 2: Leadership Focus

Employee information

- Employee name:
- Job title:
- Department:
- Review period:
- Reviewer:

Self-evaluation

- Leadership accomplishments: (Employees highlight their leadership achievements, such as leading projects or mentoring colleagues)
- Leadership challenges: (Employees reflect on leadership challenges they faced and how they addressed them)
- Leadership goals: (Goals related to enhancing leadership skills in the next review period)

Supervisor comments

- Leadership evaluation: (Supervisor assesses the employee's leadership skills, including strengths and areas for growth)
- Team impact: (Comments on how the employee's leadership has impacted team performance and morale)
- Developmental feedback: (Actionable advice for improving leadership skills)

Overall performance summary

- Summary: (A concise overview of the employee's leadership performance, balancing strengths and areas for improvement)
- Rating: (Optional: Use a rating scale to quantify leadership performance)

Goal-setting for next period

- Leadership development goals: (Specific goals aimed at improving leadership capabilities in the coming period)