

Competency Performance Review Template



How to use this template
Edit the **Company Competencies** fields to match your own company core values.
Copy and paste new **Competency levels** as appropriate for your organization.
Adjust the **weightings** as needed.
Remember to protect your cells once you've finalized your template edits.

<u>What do the ratings mean?</u>		
5	Top Performer	The employee has significantly exceeded expectations and is performing well above their current position.
4	Exceeds Expectations	The employee has performed above average and stretched themselves to achieve positive feedback and ratings.
3	Meets Expectations	The employee has performed on par with their colleagues, and as per expectations for their role/position.
2	Needs Improvement	The employee has performed below average. Focus should be placed on identifying measures to improve performance.
1	Significantly Underperforms	The employee has significantly underperformed in this performance period, and a performance improvement plan should be implemented as soon as possible.

Want to learn more about the Performance Review cycle and how to automate these online? Visit www.peoplegoal.com and get in touch with us.

Competency Performance Review

Employee Name		Reviewer Name	
Department		Review Date	
Competency Level		Date of Last Review	

Core Competencies <small>Rate and comment on how this individual has demonstrated their performance according to the company competencies.</small>	Analyst		
	Rating	Weighting	Comments
Technical Ability		20%	
Communication		20%	
Teamwork		20%	
Commercial Awareness		15%	
Presentation Skills		10%	
Project Management		10%	
Self Development		5%	
Business Development		0%	
Strategic Planning		0%	
Leadership		0%	
General Comments			
Overall Performance Rating		0.00	

Core Competencies <small>Rate and comment on how this individual has demonstrated their performance according to the company competencies.</small>	Associate		
	Rating	Weighting	Comments
Technical Ability		15%	
Communication		15%	
Teamwork		15%	
Commercial Awareness		15%	
Presentation Skills		15%	
Project Management		10%	
Self Development		10%	
Business Development		5%	
Strategic Planning		0%	
Leadership		0%	
General Comments			
Overall Performance Rating		0.00	

Core Competencies <small>Rate and comment on how this individual has demonstrated their performance according to the company competencies.</small>	Vice President		
	Rating	Weighting	Comments
Technical Ability		10%	
Communication		20%	

Teamwork		10%	
Commercial Awareness		10%	
Presentation Skills		15%	
Project Management		15%	
Self Development		5%	
Business Development		5%	
Strategic Planning		5%	
Leadership		5%	
General Comments			
Overall Performance Rating		0.00	

Core Competencies	Director		
	Rating	Weighting	Comments
Technical Ability		5%	
Communication		10%	
Teamwork		5%	
Commercial Awareness		15%	
Presentation Skills		10%	
Project Management		5%	
Self Development		5%	
Business Development		15%	
Strategic Planning		15%	
Leadership		15%	
General Comments			
Overall Performance Rating		0.00	

Core Competencies	Managing Director		
	Rating	Weighting	Comments
Technical Ability		5%	
Communication		5%	
Teamwork		5%	
Commercial Awareness		10%	
Presentation Skills		5%	
Project Management		5%	
Self Development		5%	
Business Development		20%	
Strategic Planning		20%	
Leadership		20%	
General Comments			
Overall Performance Rating		0.00	