

PERFORMANCE REVIEW

EMPLOYEE INFORMATION				
EMPLOYEE NAME		DEPARTMENT		
EMPLOYEE ID		REVIEWER NAME		
POSITION HELD		REVIEWER TITLE		
LAST REVIEW DATE		TODAY'S DATE		
PERFORMANCE				
QUALITY	UNSATISFACTORY	SATISFACTORY	GOOD	EXCELLENT
List the competencies that your company is measuring				
PERFORMANCE GOALS				
REVIEW PREVIOUS GOALS				
AGREED GOALS FOR NEXT REVIEW PERIOD				
COMMENTS				
EMPLOYEE COMMENTS		REVIEWER COMMENTS		
EMPLOYEE SIGNATURE		REVIEWER SIGNATURE		

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.