

Employee performance review template

Employee information			
Name:		Reviewer Name:	
Position:		Reviewer Position:	

Last review date:

Today's date:

Current responsibilities

Detail the employee's current job description, and include any recent changes to their role.

Performance review

Discuss the employee's performance and goals achieved.

Review areas where the employee has excelled.

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Review areas where there is room for improvement.
Discuss future goals and include set expectations.
Further comments

Employee signature:

Reviewer signature:

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Employee notes

You can use this section to write notes before your review. You can choose whether to share this section with your employer, or to keep it as guidance that you keep to yourself.

What have you accomplished since your last review?

What challenges have you faced in your role since your last review?

Are there any areas of your development that you think would benefit from further training?

Additional comments or notes.