

Employee Performance Review Template

Employee name

Department

Role

Manager

Review date

Link to previous review or goals

Top accomplishments

Areas for improvement:

Ratings

1=Poor

2=Fair

3=Satisfactory

4=Good

5=Excellent

Goal achievement

Comments and specific examples

Skills and job knowledge

Comments and specific examples

Work quality

Comments and specific examples

Communication and collaboration

Comments and specific examples

Timeliness and ability to meet deadlines

Comments and specific examples

Overall rating (average of all ratings above)

Future SMART goals

Additional comments