

Performance Review Template

Focused on specific, evidence-based feedback instead of vague ratings.

Employee: _____

Role: _____

Review Period: _____

Reviewer: _____

What Went Well

List 2–3 specific examples, not generalities.

Where There's Room To Grow

Be specific and constructive. Name the gap and what it actually looks like when it's closed.

Progress Against Previous Goals

GOAL	STATUS	NOTES

Core Areas

AREA	RATING	EVIDENCE / NOTES
Quality of work		
Reliability		
Communication		
Collaboration		
Initiative		

Goals For Next Period

- 1.
- 2.
- 3.

Employee Comments

Space for the employee to respond, not just receive.