Employee Performance Review

# Employee Information

|  |  |
| --- | --- |
| Employee Name | [Employee Name] |
| Position | [Position] |
| Department | [Department] |
| Review Period | [Start Date] to [End Date] |

# 1. Performance Summary

Provide a general summary of the employee's performance over the review period.

# 2. Key Achievements

List the key achievements of the employee during the review period.

# 3. Areas for Improvement

Identify areas where the employee could improve performance or skills.

# 4. Goals for Next Period

Set specific goals for the employee for the next review period.

# 5. Skills Development

Recommendations for skills or training development for the employee.

# 6. Overall Performance Rating

Rate the employee’s overall performance. Use a scale (e.g., Excellent, Good, Satisfactory, Needs Improvement).

# Manager Comments

[Manager’s comments]

# Employee Comments

[Employee’s comments]

# Signatures

|  |  |
| --- | --- |
| Manager Signature | Date |
| Employee Signature | Date |