

Performance Review Template

Complete all sections. Ratings use a 1–5 scale (see legend at bottom).

Employee / Meeting Information

Employee Name:		Job Title:	
Department:		Manager Name:	
Review Period:		Review Date:	
Employment Type:		Office / Location:	

Performance Competency Ratings

Competency	Weight (%)	Employee Rating (1–5)	Manager Rating (1–5)	Weighted Score	Comments
Quality of Work					
Productivity & Efficiency					
Communication Skills					
Teamwork & Collaboration					
Problem Solving					
Initiative & Innovation					
Attendance & Reliability					
Leadership (if applicable)					
Customer / Stakeholder Interaction					
Adherence to Company Values					

Overall Summary

Overall Performance Rating (1–5):
Key Achievements this Period:
Areas Requiring Improvement:
Agreed Development Actions:
Goals for Next Review Period:

Rating Scale Legend

5 – Outstanding	Consistently exceeds all expectations; role model performance.
4 – Exceeds Expectations	Frequently surpasses targets and requirements.
3 – Meets Expectations	Consistently fulfills all job requirements.
2 – Needs Improvement	Partially meets expectations; development required.
1 – Unsatisfactory	Fails to meet basic requirements; immediate action needed.

Sign-Off & Acknowledgement

Employee Signature:	Date:	Manager Signature:	Date: