



Team Performance Review Tracker

HashMicro HR | Multi-Member Team Assessment

Team & Review Details

Team / Department	[Team name]	Manager	[Manager name]
Review Period	[DD/MM/YYYY to DD/MM/YYYY]	Review Date	[DD/MM/YYYY]

Individual Member Ratings

Rate each member across the four areas. Use scale 1-5 (1 = Below, 5 = Outstanding).

Employee Name	KPI Score	Quality	Collaboration	Avg Rating	Status / Action
[Name]	[1-5]	[1-5]	[1-5]	[avg]	[On track / PIP / Promote]
[Name]	[1-5]	[1-5]	[1-5]	[avg]	[On track / PIP / Promote]
[Name]	[1-5]	[1-5]	[1-5]	[avg]	[On track / PIP / Promote]
[Name]	[1-5]	[1-5]	[1-5]	[avg]	[On track / PIP / Promote]
[Name]	[1-5]	[1-5]	[1-5]	[avg]	[On track / PIP / Promote]
[Name]	[1-5]	[1-5]	[1-5]	[avg]	[On track / PIP / Promote]

Team KPI Performance

Team KPI	Target	Actual	Variance	RAG
[KPI description]	[Target]	[Actual]	[+/-]	[Green / Amber / Red]
[KPI description]	[Target]	[Actual]	[+/-]	[Green / Amber / Red]
[KPI description]	[Target]	[Actual]	[+/-]	[Green / Amber / Red]
[KPI description]	[Target]	[Actual]	[+/-]	[Green / Amber / Red]

Collective Achievements This Period

[Summarise key team wins, projects completed, or milestones reached collectively.]

Outstanding Actions & Follow-Ups

Action Item	Owner	Due Date	Status
[Action description]	[Name]	[DD/MM/YYYY]	[Open / In Progress / Done]
[Action description]	[Name]	[DD/MM/YYYY]	[Open / In Progress / Done]
[Action description]	[Name]	[DD/MM/YYYY]	[Open / In Progress / Done]

Overall Team Rating & Manager Summary

Overall Team Rating (1-5)	[]	Team Health	[On Track / At Risk / Critical]
Manager Summary	[Key observations]	Next Review Date	[DD/MM/YYYY]

Signatures

Manager Name & Signature	[Signature]	[Date]
Employee Name & Signature	[Signature]	[Date]
HR Representative (optional)	[Signature]	[Date]