



Employee Performance Review Template

Employee Information

Employee Name:		Manager Name:	
Job Title:		Review Period:	
Department:		Date of Review:	

Employee Self-Reflection

Accomplishments

List your key accomplishments over the past year. Highlight any goals achieved, projects completed, and contributions to the team or organization.

Challenges



Core Competencies

Rate the following core competencies based on performance during the review period. Use a scale of 1-5 (1 = Needs Improvement, 5 = Exceeds Expectations).

Competency	Employee Rating	Manager Rating
Communication		
Collaboration/Teamwork		
Problem-Solving/Decision-Making		
Adaptability/Flexibility		
Initiative/Proactiveness		
Accountability/Ownership		

Department-Specific Competencies

Competency	Employee Rating	Manager Rating
Technical Skills		
Project Management		
Customer Service		
Compliance and Accuracy		

Goal Setting

Previous Goals

Goal	Completed? (Y/N)	Comments



New Goals

Goal	Target Date	Support Needed

Manager's Review

Overall Assessment

Provide an overall assessment of the employee's performance, considering strengths, areas for improvement, and overall contribution.

Recommendations

Provide any recommendations for professional development, training, or role adjustments.



Final Comments

Employee Comments:

Provide any additional feedback or questions about this review.

Manager Comments

Acknowledgment

I acknowledge that I have received and discussed this performance review with my manager. My signature does not necessarily indicate agreement with the review.

Employee Signature:	Date:	
Manager Signature:	Date:	