FREE TEMPLATE FROM ROYGROUNDUP

Performance review template

Employee: **Role:** **Manager:** **Review period:**

Key achievements

The two or three results that mattered most this period.

Competency ratings

Rate 1 to 5 (1 below expectations, 3 meets, 5 outstanding) with one example each: Quality of work / Delivery and reliability / Communication / Collaboration / Ownership / Learning and growth.

Strengths to keep using

What they do well that you want more of, with an example.

Areas to develop

One or two specific things to work on, with an example and the effect.

Goals for next period

Specific, measurable goals with dates.

Support from me

Training, projects, time or coaching you will provide.

Overall summary and rating

Two or three sentences that sum up the period.

Employee comments

Their view, in their own words.

Tips

• Nothing in the review should be a surprise. Raise problems in one-on-ones during the year.
• Give an example for every rating, especially low and high ones.
• Ask for a self-review first and read it before writing yours.