

# Employee Performance Review Template

## Employee Information

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Review Period: \_\_\_\_\_

## Performance Criteria

### 1. Key Performance Indicators (KPIs):

- \_\_\_\_\_
- \_\_\_\_\_

### 2. Goals Achieved:

- \_\_\_\_\_
- \_\_\_\_\_

### 3. Skills and Competencies:

- \_\_\_\_\_
- \_\_\_\_\_

## Achievements and Strengths

- \_\_\_\_\_
- \_\_\_\_\_

## Areas for Improvement

- \_\_\_\_\_

- \_\_\_\_\_

Goals for Next Period

- \_\_\_\_\_

- \_\_\_\_\_

Overall Rating

-  Excellent

-  Very Good

-  Satisfactory

-  Improvement Needed

-  Unsatisfactory

Manager Comments

- \_\_\_\_\_

- \_\_\_\_\_

Employee Comments

- \_\_\_\_\_

- \_\_\_\_\_