

## TEMPLATE

# Performance Review Template

A straightforward, fair performance review form for small teams

---

*Use the same structure for everyone in a role. Base ratings on specific examples, not impressions. Share it before the conversation so it is a dialogue, not a verdict.*

## Review details

Employee name: \_\_\_\_\_

Role: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Review period: \_\_\_\_\_

## 1. Goals from last period

*List the goals set last time and how each turned out. Be specific.*

## 2. Core competencies

*Rate each 1 (needs development) to 5 (exceptional), with a specific example for any rating.*

Quality of work: \_\_\_\_\_

Reliability and ownership: \_\_\_\_\_

Communication: \_\_\_\_\_

Collaboration: \_\_\_\_\_

Role-specific skills: \_\_\_\_\_

### 3. Strengths

*What is this person doing well? Use concrete examples.*

### 4. Areas to develop

*Where is there room to grow? Frame as development, with specifics.*

### 5. Goals for next period

*Set 2-4 specific, measurable goals with timelines.*

### 6. Employee comments and sign-off

Employee signature / date: \_\_\_\_\_

Reviewer signature / date: \_\_\_\_\_