

Employee Performance Review

Record verified evidence for one employee and one review period. Prepare a draft, discuss it together, and record corrections and support needs.

Review details

Employee/reference name: _____ Job title: _____
Department: _____ Manager: _____
Review period: _____ Review date: _____

Achievements and evidence

Key achievements, completed projects, positive results and contributions. Include specific examples and dates.

Strengths and evidence

Which strengths were demonstrated? What work examples support them?

Review Discussion

Use this page during the discussion. Separate factual examples, manager interpretation and employee comments.

Development areas and support

What could improve? Record factual examples, relevant context and support required.

Manager summary

Summarise the review period and the discussion using verified information.

Employee comments

Record the employee’s perspective, corrections and any different views.

Goals and Agreed Actions

Agree achievable next steps. Include a success measure, an owner, a target date and the support needed for each item.

Goals

Goal 1: _____ Success measure: _____

Owner: _____ Target date: _____

Goal 2: _____ Success measure: _____

Owner: _____ Target date: _____

Agreed actions and support

Action/support: _____ Owner: _____

Target date: _____ Check-in date: _____

Priorities and next review

Agreed priorities: _____

Next review/check-in date: _____

Acknowledgement

Employee: _____ Date: _____

Manager: _____ Date: _____

Acknowledgement confirms that the review was discussed and received. It does not mean agreement with every assessment. Record any corrections or different views above.

General HR productivity resource, not legal or employment-law advice. Adapt to organisation policy and local requirements. Store the completed record securely.