

# Performance Review Template

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## [Section 1: Basic Info]

- Employee Name: \_\_\_\_\_
- Review Period: \_\_\_\_\_
- Reviewer: \_\_\_\_\_
- Date: \_\_\_\_\_

## [Section 2: Performance Areas (rate 1–5 or Yes/No)]

AreaRating (1–5)Notes

- Quality of work
- Reliability
- Communication
- Collaboration / Teamwork
- Initiative / Problem Solving

## [Section 3: Strengths and Wins]

What is this person doing well?

## [Section 4: Areas for Improvement]

What needs more focus or support?

## [Section 5: Development Goals (Next 90 Days)]

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