

Performance Review

Employee Performance Evaluation

Template Version 1.0 | June 2026

Section 1: Employee Information

Employee Name *

Employee ID

Position / Job Title *

Department / Team *

Review Period From

Review Period To

Reviewer Name and Position *

Review Date *

Type of review:

- ☐ Annual performance review
- ☐ Mid-year / interim review
- ☐ Probation review
- ☐ Project completion review
- ☐ Other

Section 2: Role and Responsibilities

Key responsibilities of this role:

How well does the employee understand their role and responsibilities?

Section 3: Performance Against Goals/KPIs

Goal 1

Goal description:

Achievement level:

- ☐ Not achieved
- ☐ Partially achieved
- ☐ Fully achieved
- ☐ Exceeded

Comments:

Goal 2

Goal description:

Achievement level:

- ☐ Not achieved
- ☐ Partially achieved
- ☐ Fully achieved
- ☐ Exceeded

Comments:

Goal 3

Goal description:

Achievement level:

- ☐ Not achieved
- ☐ Partially achieved
- ☐ Fully achieved
- ☐ Exceeded

Comments:

Section 4: Core Competencies Assessment

Rate the employee on each competency (1 = Does Not Meet, 5 = Outstanding):

Job Knowledge and Technical Skills

☐ 1 - Does Not Meet

☐ 2 - Partially Meets

☐ 3 - Meets

☐ 4 - Exceeds

☐ 5 - Outstanding

Comments:

Quality of Work

☐ 1 - Does Not Meet

☐ 2 - Partially Meets

☐ 3 - Meets

☐ 4 - Exceeds

☐ 5 - Outstanding

Comments:

Productivity and Efficiency

☐ 1 - Does Not Meet

☐ 2 - Partially Meets

☐ 3 - Meets

☐ 4 - Exceeds

☐ 5 - Outstanding

Comments:

Communication Skills

☐ 1 - Does Not Meet

☐ 2 - Partially Meets

☐ 3 - Meets

☐ 4 - Exceeds

☐

5 - Outstanding

Comments:

Teamwork and Collaboration

☐ 1 - Does Not Meet ☐ 2 - Partially Meets ☐ 3 - Meets ☐ 4 - Exceeds ☐ 5 - Outstanding

Comments:

Problem Solving and Initiative

☐ 1 - Does Not Meet ☐ 2 - Partially Meets ☐ 3 - Meets ☐ 4 - Exceeds ☐ 5 - Outstanding

Comments:

Reliability and Attendance

☐ 1 - Does Not Meet ☐ 2 - Partially Meets ☐ 3 - Meets ☐ 4 - Exceeds ☐ 5 - Outstanding

Comments:

Adherence to Policies and Procedures

☐ 1 - Does Not Meet ☐ 2 - Partially Meets ☐ 3 - Meets ☐ 4 - Exceeds ☐ 5 - Outstanding

Comments:

Section 5: Key Strengths

What are the employee's key strengths and achievements during this review period?

Section 6: Areas for Development

What areas require improvement or further development?

Section 7: Training and Development

Training completed during review period:

List any training, courses, or development activities completed:

Recommended future training or development:

Training needs identified for the next period:

Section 8: Goals for Next Review Period

Goal 1 for Next Period

Goal:

Success measures:

Target date:

Goal 2 for Next Period

Goal:

Success measures:

Target date:

Goal 3 for Next Period

Goal:

Success measures:

Target date:

Section 9: Overall Performance Rating

Overall performance rating for this review period:

- ☐ 1 - Does Not Meet Expectations: Significant improvement required
- ☐ 2 - Partially Meets Expectations: Some improvement needed
- ☐ 3 - Meets Expectations: Performs role satisfactorily
- ☐ 4 - Exceeds Expectations: Regularly exceeds requirements
- ☐ 5 - Outstanding: Exceptional performer

Summary comments supporting overall rating:

Section 10: Employee Comments

Employee's comments on this review (optional):

Section 11: Acknowledgement

Reviewer

- I have discussed this review with the employee.
- The ratings and comments reflect my assessment of performance during the review period.

Reviewer Signature: _____

Date: _____

Employee

- I have received and discussed this review with my manager.
- I understand that signing this does not necessarily indicate agreement with all content.

Employee Signature: _____

Date: _____

Second-Level Manager (if applicable)

Name: _____

Signature: _____

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