

<Employee Name> Review Period: <DD-MMM-YY> to < DD-MMM-YY >

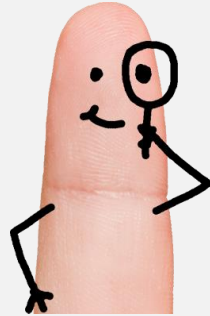
Overview

Employee Name:	Employee Name
Title:	EXAMPLE: Human Resources Generalist
Department:	Department
Review Conducted By:	Name, Title
Review Period:	From Example: January 01 2017 to December 31, 2017
Next Work Plan Period:	From Example: January 01 2018 to December 31, 2018
Meeting Date:	DD/MM/YYYY
At Time of Review:	<input type="checkbox"/> Employee is still learning the position <input type="checkbox"/> Employee is expected to be fully competent in the position
Review Purpose:	<input type="checkbox"/> Annual review <input type="checkbox"/> Promotion or change of position <input type="checkbox"/> Change of manager

Rating Scale

A rating scale of 1 to 5 is used for each rating, with 1 being highest and 5 being lowest. The table below describes what each rating represents for the different categories rated. Refer to the Performance Review Form Instructions for more detailed descriptions.

Rating	Goal Achievement	Job-Specific Skills	Success Traits
1	Goal Achieved	Expert	Exemplary
2	Goal still in progress	Competent	Usually observed
3	Goal deferred	On track to competence	Sometimes observed
4	Goal not met	Development required	Seldom observed
5	NA / No basis for appraisal	NA / No basis for appraisal	NA / No basis for appraisal



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

<Employee Name> Review Period: <DD-MMM-YY> to < DD-MMM-YY >

2. Other Accomplishments

Section not applicable

Accomplishment/project #1
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>

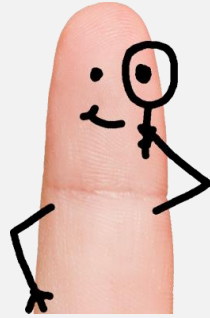
Accomplishment/project #2
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>

3. Where You Excel

Overall, you excel / are an example to others in the following areas. Note as many as apply.

Area of Excellence #1
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>

Area of Excellence #2
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

<Employee Name> Review Period: <DD-MMM-YY> to < DD-MMM-YY >

Example: Records Management		
Employee Rating:	<input type="checkbox"/>	Employee Comments: <input type="checkbox"/>
Manager Rating:	<input type="checkbox"/>	Manager Comments: <input type="checkbox"/>

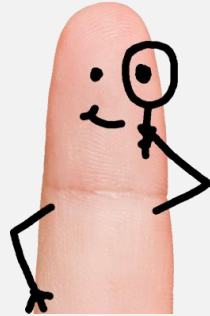
Job-Specific Skills – Manager Summary Rating:

2. Company Core Success Traits

CUSTOMIZER: Example: Innovation/Creativity		
Employee Rating:	<input type="checkbox"/>	Employee Comments: <input type="checkbox"/>
Manager Rating:	<input type="checkbox"/>	Manager Comments: <input type="checkbox"/>

CUSTOMIZER: Example: Accountability		
Employee Rating:	<input type="checkbox"/>	Employee Comments: <input type="checkbox"/>
Manager Rating:	<input type="checkbox"/>	Manager Comments: <input type="checkbox"/>

CUSTOMIZER: Example: Leadership		
Employee Rating:	<input type="checkbox"/>	Employee Comments: <input type="checkbox"/>
Manager Rating:	<input type="checkbox"/>	Manager Comments: <input type="checkbox"/>



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

<Employee Name> Review Period: <DD-MMM-YY> to < DD-MMM-YY >

4. Management/Leadership Competencies (Managers Only)

Section not applicable

Example: Leadership		
Employee Rating:	<input type="checkbox"/>	Employee Comments: <input type="text"/>
Manager Rating:	<input type="checkbox"/>	Manager Comments: <input type="text"/>

Example: Project Management		
Employee Rating:	<input type="checkbox"/>	Employee Comments: <input type="text"/>
Manager Rating:	<input type="checkbox"/>	Manager Comments: <input type="text"/>

Management Competencies – Manager’s Summary Rating:

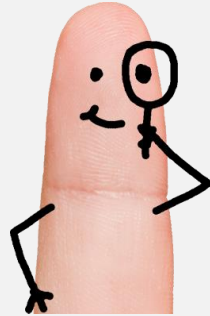
C. Development

This section is completed first by the *Employee* and then by the *Manager*.

1. Areas for Development Identified in Last Review Period

Section not applicable

Area of Development #1	
Action Taken:	<input type="text"/>
Employee Comments:	<input type="text"/>
Manager Comments:	<input type="text"/>



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

<Employee Name> Review Period: <DD-MMM-YY> to < DD-MMM-YY >

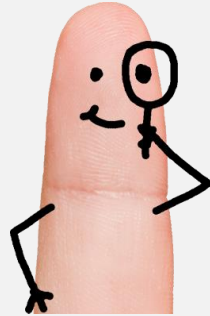
Next Review Period	
Start Date:	DD/MM/YYYY
End Date:	DD/MM/YYYY

1. Achievement Goals

Goals	
1	Goal
	Description
	Target Completion Date: DD/MM/YYYY
2	Goal
	Description
	Target Completion Date: DD/MM/YYYY
3	Goal
	Description
	Target Completion Date: DD/MM/YYYY

2. Competencies for Further Development

Competency	Suggested Development



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

<Employee Name> Review Period: <DD-MMM-YY> to < DD-MMM-YY >

MANAGER

Manager: Name, Title	
Signature	Date

3. Reviewed By

Name of manager's manager, Title	
Signature	Date
CUSTOMIZER: Insert HR position title: Insert Name	
Signature	Date