

<Employee Name> Review Period: <DD/MM/YY> to <DD/MM/YY>

Overview

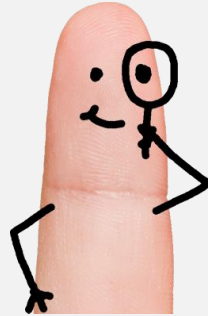
Employee Name:	Employee Name
Title:	EXAMPLE: Human Resources Generalist
Department:	Department
Review Conducted By:	Name, Title
Review Period:	From Example: January 01 2017 to December 31, 2017
Next Work Plan Period:	From Example: January 01 2018 to December 31, 2018
Meeting Date:	DD/MM/YYYY
At Time 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"/> Promotion or change of position <input checked="" type="checkbox"/> Change of manager <input type="checkbox"/> Other: Include brief description of purpose for interim review

A. Position Requirements & Competencies

1. Where You Excel

List at least 3 job-related skills or technical areas in which you **excel**, and why.

Example: Serving the customer
Employee Comments:
Manager Comments:



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/MM/YY> to <DD/MM/YY>

B. Success Traits

1. Where You Excel

List at least 3 behavioral competencies in which you **excel**, and why.

Example: Drive for results
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>

Example: Innovation/creativity
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>

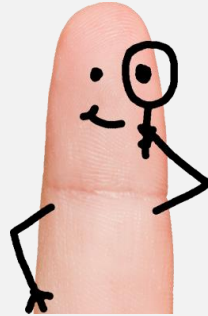
Example: Courage and conviction
Employee Comments: <input type="text"/>
Manager Comments: <input type="text"/>

2. Areas for Development

List at least areas in which you **could develop further**, and why.

Example: Initiative
Employee Comments: <input type="text"/>
Manager Comments & Development Plan: <input type="text"/>

Example: Reliability
Employee Comments: <input type="text"/>
Manager Comments & Development Plan: <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/MM/YY> to <DD/MM/YY>

REVIEWED BY

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

PREVIEW