[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Performance Review Form

Running fair, documented reviews: achievements, goals, development needs, and ratings, with space for the employee view.

Review period and role

Employee: _____ **Role:** _____

Department: _____ **Manager:** _____

Review period: [Review period start] **to** [Review period end] **Meeting date:** _____

Goals from last review attached?: _____ **Achievements against goals**

Goal set last period	Result	Evidence
Example: Reduce supplier invoice errors	Errors down from 9 to 2 per month	Finance error log, March–May
Example: Train two new starters	Both completed induction by week two	Training records

Strengths and development areas Strength 1, with a specific example: _____ **Strength 2, with a specific example:** _____

Development area 1, with its impact: _____ **Development area 2, with its impact:** _____

Support to be offered: _____ **Goals for next period**

Goal	How success is measured	Due
Example: Own the monthly stock count end to end	Count completed by the 3rd working day, variances under 2%	Dec 2026
Example: Complete data-protection refresher	Certificate filed	Sep 2026

Employee comments and signatures

Employee comments: _____ **Do you agree with this review?:** _____

Support or training wanted next period: _____ **Working conditions note:** _____

Employee signature and date: _____ **Manager signature and date:** _____

HR signature and date: _____ **Completion checklist**

[ ] Every goal from last period is judged with evidence, not memory.

[ ] Next period's goals are measurable and agreed with the employee.

[ ] The employee has a signed copy and the original is filed.

Document: Performance Review Form Prepared by: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____