# [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:** _____