

Performance Review

Employee Name:	Department:
Employee ID:	Reviewer Name:
Job Title:	Reviewer Title:
Date:	Review period:
Responsibilities	
<i>List the employee's current responsibilities as per their job description.</i>	
Performance Assessment	
<i>List the performance goals that the employee has achieved</i>	
<i>Discuss areas in which the employee has excelled</i>	
<i>List areas in need of improvement</i>	
<i>Develop goals and discuss future expectations</i>	
Comments or feedback	
Employee	Reviewer

Employee Signature:

Reviewer Signature: