



Performance Review

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Employee info

Employee Name: _____

Employee ID: _____

Department : _____

Job title: _____

Date of hire: _____

Supervisor: _____

Date

:

Reviewer: _____

Job Title: _____

Relationship: _____

[Assessment]

[Criteria]

Strengths/Weaknesses - Justify

[Criteria 1]	
[Criteria 2]	
[Criteria 3]	

[Assessment]

[Criteria]

Strengths/Weaknesses - Justify

[Criteria 1]	
[Criteria 2]	
[Criteria 3]	

[Assessment]

[Criteria]

Strengths/Weaknesses - Justify

[Criteria 1]	
[Criteria 2]	
[Criteria 3]	

Recommendations for Improvements / Apparent strengths

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Goals and Objectives for Next Review Period

Goal/Objective

Completion Date Comments

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Performance Review

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Training and Development Needs

Training Area	Training Method	Comments

[Place, Date]

[Reviewer]

[Employee]

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