



Performance Review Form (Abbreviated Version)

Form Owner: Human Resources
Form Used By: Employees, Managers
Process Responsibility: Human Resources, Individuals, Managers
Final Accountability: Managers

Employee Name:	
Title:	EXAMPLE: Manager, Human Resources
Department:	
Review Conducted By:	
Review Period:	From <input type="text"/> to <input type="text"/>
Review Date:	

Rating Scale

- 1** Meets and exceeds expectations **4** Meets most expectations
2 Meets and sometimes exceeds expectations **5** Does not meet expectations
3 Meets all expectations

Key Accountabilities

What are the outcomes that show that the employee is successful in this position?
Or what are the incumbent's ultimate top 4 or 5 performance measures for the review period?
Key position accountabilities/results/ and or projects for the period:

- EXAMPLE: Developing and maintaining hiring programs and processes to assist managers in hiring top performers who fit into the culture

Employee RATING:
Employee Comments:

Manager RATING:
Manager Comments:



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2. EXAMPLE: Develop, prioritize, and maintain employee programs to assist managers in retaining top performers

Employee RATING:
Employee Comments:

Manager RATING:
Manager Comments:

3. EXAMPLE: Develop maintain HR effectiveness measurements and reporting

Employee RATING:
Employee Comments:

Manager RATING:
Manager Comments:

4. EXAMPLE: Execute on HR Strategies aligned with overall company strategies

Employee RATING:
Employee Comments:

Manager RATING:
Manager Comments:

5. EXAMPLE: Ensure that company is executing in line with its values.

Employee RATING:
Employee Comments:

Manager RATING:
Manager Comments:



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Areas where you Excel

You excel in the following areas. Keep doing them!

1.
Manager Comments:
2.
Manager Comments:
3.
Manager Comments:
4.
Manager Comments:

Areas for Development

Let's discuss the following 2 areas for development:

1.
Manager Comments and development plan:
2.
Manager Comments and development plan:

Training Plan

1. Course or training initiative by Date. Cost:
Comments:
2. Course or training initiative by Date. Cost:
Comments:



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3. Course or training initiative by Date. Cost: []

Comments: []

4. Course or training initiative by Date. Cost: []

Comments: []

Next Period Projects and Goals

- See Departmental Strategies or
 Refer to below:

1. Outcome #1 by Date. Cost: []

Comments: []

2. Outcome #2 by Date. Cost: []

Details: []

3. Outcome #3 by Date. Cost: []

Details: []

4. Outcome #4 by Date. Cost: []

Details: []

5. Outcome #5 by Date. Cost: []

Details: []

6. Outcome #6 by Date. Cost: []

Details: []

7. Outcome #7 by Date. Cost: []

Details: []



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Summary

Overall Performance Rating:

Manager Comments:

This box increases in size when text is typed

Manager Signature:

Date:

Employee Comments:

This box increases in size when text is typed

Employee Signature:

Date:

TIP: You may want to use the performance review form to obtain annual re-acknowledgement and sign off on company policies and their employment and confidentiality agreement - by adding an additional signature box and statement.

Additional Information

Related Documents

- ADD: Related documents and hyperlink as applicable
- 3021 Performance Improvement Plan

External Resources

- ADD: Names, contact information or hyperlinks to external resources the reader may find useful in addition to this document.

If you have questions, comments or suggestions regarding this document, contact ADD: Contact name and email address.

Customization Recommendations and Tips:

- This document is provided as a sample – you may use the content as a starting point but details must be replaced with your organization's information.
- The form is built using Word Tables, so knowledge of how to modify Word Tables is required. To view the gridlines for easier customization, click on "Table", then "Show Gridlines".

Note: The instructions and resources in this box are provided to help you customize this document and should be deleted before the document is released in your organization. Click on the border around this box to select it, then press "Delete".