

COMPANY NAME

YOUR
LOGO
HERE

EMPLOYEE PERFORMANCE REVIEW

Employee name and title		Evaluation for the period:	[Start date] – [End date]
Supervisor name and title		Department:	

GOALS AND OBJECTIVES DURING THIS EVALUATION PERIOD

[Goals and objectives]

[Goals and objectives]

[Goals and objectives]

ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES *(completed by employee)*

- [Achievements, accomplishments, and responsibilities]
- [Achievements, accomplishments, and responsibilities]
- [Achievements, accomplishments, and responsibilities]

EVALUATION *(completed by supervisor)*

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STRENGTHS AND AREAS FOR DEVELOPMENT

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SUGGESTED CAREER PROGRESSION PLAN

GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD

- 1.
- 2.
- 3.

EMPLOYEE SIGNATURE SUPERVISOR SIGNATURE

Signature		Signature	
Name	[Employee name]	Name	[Supervisor name]
Date	[End date]	Date	[End date]