

Performance review form

12 questions. About 5 min to answer.

Who and when

1. Employee's name Required

2. Job title or team Required

3. Reviewer's name Required

4. Review period Required

Competencies and goals

5. Rate the employee on each competency Required

	Unsatisfactory	Needs improvement	Meets expectations	Exceeds expectations	Outstanding
Quality of work	☐	☐	☐	☐	☐
Productivity	☐	☐	☐	☐	☐
Job knowledge	☐	☐	☐	☐	☐
Communication	☐	☐	☐	☐	☐
Teamwork	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐
Problem solving	☐	☐	☐	☐	☐

6. Did the employee meet the goals set for this period? Required

Choose one answer.

- ☐ Met all goals
- ☐ Did not meet the goals
- ☐ Met most goals
- ☐ No goals were set
- ☐ Met some goals

Feedback and next steps

7. What are the employee's key strengths? Required

8. Which areas should the employee develop? Required

9. Goals for the next period Required

Overall rating and support

10. Overall rating for this period Required

Choose one answer.

- | | |
|--|--|
| ☐ Unsatisfactory | ☐ Exceeds expectations |
| ☐ Needs improvement | ☐ Outstanding |
| ☐ Meets expectations | |

11. What training or support would help the employee?

Choose all that apply.

- | | |
|---|--|
| ☐ Course or workshop | ☐ More regular feedback |
| ☐ Mentoring or coaching | ☐ Tools or equipment |
| ☐ On-the-job training | ☐ No support needed right now |
| ☐ Clearer goals and priorities | ☐ Other: _____ |

12. Employee's comments

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

[surveyninja.io/templates/performance-review-form](https://survey ninja.io/templates/performance-review-form)