

STAFF PERFORMANCE REVIEW TEMPLATE

Annual and mid year review template with rating scales and goal setting.

People
Develop
Perform
Grow



A good review is a conversation, backed by a clear structure. Use this template for annual or mid year reviews to keep them fair, consistent and useful.



EMPLOYEE DETAILS

- Employee Name: _____
- Review Period: _____
- Role: _____
- Reviewer: _____

Great
People
Build
Great Results



PERFORMANCE RATING

Rate. Discuss. Develop. Grow.

AREA TO RATE	1	2	3	4	5
Quality of work					
Reliability & punctuality					
Teamwork & communication					
Initiative & problem solving					
Customer service (if relevant to role)					



Feedback
today builds
**a stronger
tomorrow.**



- ☒ Review
- ☒ Recognise
- ☒ Support
- ☒ Develop
- ☒ Succeed

STAFF PERFORMANCE REVIEW TEMPLATE

Annual and mid year review template with rating scales and goal setting.

People
Develop
Perform
Grow



STRENGTHS

What you do well makes a difference.



- _____
- _____
- _____
- _____

Recognise
Strengths
Build Potential



AREAS FOR DEVELOPMENT

Opportunities today. Greater results tomorrow.



- _____
- _____
- _____
- _____

Learn
Improve
Grow



GOALS FOR NEXT PERIOD

Set clear goals. Make progress. Achieve more.



Goal	Target Date	How We'll Know It's Done



SIGN-OFF

Employee Signature & Date: _____

Supervisor Signature & Date: _____

Conversations
Create
Progress