[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Performance Review Form

Running fair, documented reviews: achievements, goals, development needs, and ratings, with space for the employee view.

Review period and role

Field	Entry
Employee	**[Employee name]**
Role	**[Role]**
Department	**[Department]**
Manager	**[Manager name]**
Review period	**[Review period start]** to **[Review period end]**
Meeting date	**[Meeting date]**
Goals from last review attached?	

Achievements against goals

Goal set last period	Result	Evidence
Example: Reduce supplier invoice errors	Errors down from 9 to 2 per month	Finance error log, March–May
Example: Train two new starters	Both completed induction by week two	Training records

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Goal set last period	Result	Evidence

Strengths and development areas

Field	Entry
Strength 1, with a specific example	
Strength 2, with a specific example	
Development area 1, with its impact	
Development area 2, with its impact	
Support to be offered	

Goals for next period

Goal	How success is measured	Due
Example: Own the monthly stock count end to end	Count completed by the 3rd working day, variances under 2%	Dec 2026
Example: Complete data-protection refresher	Certificate filed	Sep 2026

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Goal	How success is measured	Due

Employee comments and signatures

Field	Entry
Employee comments	
Do you agree with this review?	
Support or training wanted next period	
Working conditions note	
Employee signature and date	
Manager signature and date	
HR signature and date	

Completion checklist

✓	Check
	Every goal from last period is judged with evidence, not memory.
	Next period's goals are measurable and agreed with the employee.
	The employee has a signed copy and the original is filed.

Document	Performance Review Form
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)

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Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**