[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

[Company name]

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

Employee comments and signatures

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

[Company name]

Field	Entry
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)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**