**[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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| | | |

[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 |
| | | |
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## 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]** |