

Form - Employee - Review

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|---------------|--|----------------|--|
| Employee Name | | Review Period | |
| Job Title | | Reviewers Name | |
| Department | | Date of Review | |

Note: This completed form will be stored electronically on the employee's HR file.

Refer to [HR – Performance Management](#)

[HR – Induction – Training & staff development](#)

1. Performance Summary

| | |
|--|---|
| Provide a summary of the employee's overall performance during the appraisal period. Highlight key achievements and contributions to the team or organisation? | Example: [Employee name] has consistently demonstrated exceptional performance throughout the year, contributing significantly to [specific project or task]. Their proactive approach and dedication have been instrumental in achieving our team goals. |
|--|---|

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2. Core Competencies

| Discussion Point | Employee Review | Manager Review | Comments | Example |
|--|---|---|----------|--|
| Job Knowledge & Skills Rate the employees understanding and application of their job responsibilities and relevant skills? | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | | Example: [Employee Name] displays a strong understanding of their role and consistently applies their skills effectively. They have shown growth in [specific area]. |
| Quality of Work Rate the quality and accuracy of the employee's work | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | | Example: The quality of [Employee Name]'s work is consistently high, with attention to detail and accuracy in all tasks. They have maintained a high standard in their deliverables. |
| Productivity and Time Management Rate the employee's efficiency and ability to manage their time and workload | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | | Example: [Employee Name] efficiently manages their time and meets deadlines consistently. Their ability to handle multiple tasks and prioritize effectively has been a key asset. |

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| Discussion Point | Employee Review | Manager Review | Comments | |
|---|---|---|----------|---|
| Communication Skills Rate the employee's ability to communicate clearly and effectively with colleagues and stakeholders | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | | Example: [Employee Name] communicates effectively with team members and stakeholders, contributing to smooth collaboration and understanding. They have shown improvement in [specific area if applicable]. |
| Teamwork and Collaboration Rate the employee's ability to work well within a team and other supports | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | | Example: [Employee Name] is a valuable team player who collaborates well with others. Their positive attitude and willingness to assist colleagues enhance team dynamics. |
| Problem Solving and Initiative Rate the employee's ability to identify and resolve issues proactively and their willingness to take on new challenges | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Area to Strengthen | | Example: [Employee Name] demonstrates strong problem-solving skills and takes initiative in addressing challenges. They have successfully tackled [specific issue or project]. |

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3. Goals and Objectives

| Goals | |
|---|--|
| Previous Goals Review the goals set during the last appraisal period and assess their completion | Goal 1 – <input type="checkbox"/> Achieved / <input type="checkbox"/> Partially Achieved / <input type="checkbox"/> Not Achieved Goal 2 – <input type="checkbox"/> Achieved / <input type="checkbox"/> Partially Achieved / <input type="checkbox"/> Not Achieved Goal 3 – <input type="checkbox"/> Achieved / <input type="checkbox"/> Partially Achieved / <input type="checkbox"/> Not Achieved |
| New Goals for Next Period Set new goals for the upcoming year with specific, measurable, achievable, relevant and time-bound (SMART) criteria | Goal 1 – Goal 2 – Goal 3 – |

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4. Professional Development

| Development and Growth | |
|---|--|
| Training and Development Needs Identify any areas where the employee could benefit from further training or development. | |
| Career Growth Opportunities Discuss potential career growth opportunities and how the employee can progress within the organisation | |

5. Employee Comments

| Comments | |
|--|--|
| Employee Feedback Provide space for the employee to share their thoughts on their performance, any challenges they've faced, and their feedback on the appraisal process | |

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6. Reviewers Summary and Recommendations

| Overall Performance Rating | Summary |
|--|---------|
| <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Areas to Strengthen Provide a final summary of the employee's performance, including strengths and areas for improvement. Offer recommendations for future development and any other relevant feedback | |

Employee

Signature

Date

Manager

Signature

Date