

Performance Review - template

The following has been prepared as a baseline, which can be adapted by a firm to fit its own unique 'modus operandi'.

PERFORMANCE REVIEW FOR XYZ	
Period	
Position/role	
Time in role	
Reviewer	
Interview date	
Objective 1 (from Position Description)	

Reviewer's comments and results	
Team member's comments	
Reviewer's comments	
Agreed actions (if applicable)	
Objective 2 (from Position Description)	
Reviewer's comments and results	
Team member's comments	
Reviewer's comments	

Agreed actions (if applicable)		
<i>Objectives for the next period</i>		
Objective 1		
Objective 2 etc.		
<i>Sign Off</i>		
Team member's comments		
Reviewer's comments		
Signatures	Team Member:	
	Reviewer:	
	Date:	