

Performance Review Sample

Personal Details:

- Employee Name: _____
- Job Title: _____
- Review Date: _____

Performance Criteria:

1. Teamwork and Collaboration:

- Achievements: _____
- Areas for improvement: _____

2. Leadership Abilities:

- Achievements: _____
- Areas for improvement: _____

Development Plan:

- Skills to Develop: _____
- Training Needs: _____

Feedback from Supervisor:

- Remarks: _____

Sign-off:

- Employee Signature: _____
- Supervisor Signature: _____
- Date: _____