

# Short Employee Review Form

## Basic Information:

- Employee Name: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Reviewer Name: \_\_\_\_\_
- Date of Review: \_\_\_\_\_

## Performance Summary:

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

## Key Achievements Since Last Review:

- \_\_\_\_\_
- \_\_\_\_\_

## Areas Needing Attention:

- \_\_\_\_\_
- \_\_\_\_\_

## Goal Setting:

1. \_\_\_\_\_
2. \_\_\_\_\_

## Acknowledgment:

- I agree with this review.
- I disagree with this review and have attached my comments.

**Employee Signature:** \_\_\_\_\_

**Reviewer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_