

Performance Review Form

Hold a yearly review that is about the work rather than about a score, with the employee's own comments recorded on the form.

A yearly review written down: what was agreed last year, what actually happened, and what comes next.

NO RATING SCALE IS PRINTED

This form prints no rating scale and no competency framework. A review that reduces a year to a number tends to be argued about rather than acted on, and any scale worth using is one your organisation has chosen deliberately. Write yours in if you use one.

NameRoleReviewerPeriod reviewedDate

AGAINST WHAT WAS AGREED LAST TIME

What was agreed	What happened	Comment

WHAT WENT WELL

WHAT WAS HARDER, AND WHY

AGREED FOR THE COMING PERIOD

Objective, in plain words	What good looks like	Support or training needed	By when

EMPLOYEE COMMENTS

Written by the employee, not the reviewer

ANYTHING TO RAISE WITH SOMEONE ELSE

Employee

Reviewer

Date