# Company Name Performance Review

This template is prepared in accordance with reference of the Company Name Policy. It is to be completed by the employee in the first instance and discussed and finalised with the employee's supervisor.

**Overall Rating Scale**

**1 - Unsatisfactory**
Has difficulty in carrying out the fundamental requirements of the position. Unresponsive to performance management. Performance inadequate and well below company expectations. Lack of performance adversely affected the performance of the business. An immediate and significant change is needed.

**2 - Below Expectation**
Responsive to performance management and has potential for development. Overall performance is satisfactory but significant improvement necessary to meet expectations.

**3 - Meets Expectation**
Can do attitude. Performance criteria are generally achieved, with some important measures exceeding company standards. Accurate but conscious of the need to maintain performance standards. Requires coaching and feedback in some skills to gain consistent results.

**4 - Exceeds Expectation**
Performance criteria are easily achieved, with some important measures exceeding company standards. Requires feedback and practice to be a top performer.

**5 - Outstanding**
Performance criteria are well above company standards, particularly for the important measures. Always achieves superior results.

**Questions**

1. **Performance**

Looking at your key responsibilities and accountabilities how would you measure your performance and contribution? **Please use the above rating scale.**

Why?

1. **Performance**

Over the review period how would you define your performance in relation to set KPI's and goals? **Please use the above rating scale**

Why?

1. **Behaviour**

How would you rate your general underlying behaviours at work? Especially in relation to your working relationships (supervisor, colleagues, etc.) **Please use the above rating scale.**

Why?

1. **Performance**

Supporting the Company Name - describe how your role and your actual performance have contributed to the Company Name's success?

1. **Improvements**

What action could be taken to improve performance - by you and management? List the tasks, skills or behaviours that require development.

1. **Improvements**

If applicable, list any changes to be recommended to your Supervisor/Manager to the position description of your role.

1. **Performance**

What contributions have you made to the Company Name that is beyond your defined position description?

1. **Improvements**

What new skills were developed or training undertaken to improve knowledge and skills?

1. **Goals**

Describe the key activities you expect to undertake in 2021. Major objectives (strategic goals, specific projects). Include the deliverable and due date.

1. **Goals**

What professional development/training are you considering in 2021? Identify the specific tasks the training will enhance.

1. **Improvements**

How can your manager better support you in your role?

1. **Any further comments?**

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

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

Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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