

# Performance Review Template



## Ratings Key

- 1** ————— **Far below expectations**
- 2** ————— **Below expectations**
- 3** ————— **Meets expectations**
- 4** ————— **Exceeds expectations**
- 5** ————— **Far exceeds expectations**

## Recap & feedback

# Performance Review Template



Objective	Rating (1-5)	Comments
<b>Performance and Goals</b>		
<b>Average Score:</b>		

<b>Work Quality</b>		
<b>Average Score:</b>		

# Performance Review Template



Proactivity		
Average Score:		

Objective	Rating (1-5)	Comments
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Leadership Potential and Initiative		
Average Score:		

# Performance Review Template



## Feedback and Communication


**Average Score:**

**Total Evaluation Score:**

**Looking ahead**

# Performance Review Template



**Additional comments**

**Next steps**