

Performance Review

Date: **[Insert Date]**

Employee Name: **[Insert Employee Name]**

Position: **[Insert Position]**

Performance Overview

[Insert a brief overview of the candidate's performance over the review period, highlighting key achievements and areas of responsibility.]

Strengths

- [Insert Strength 1]
- [Insert Strength 2]
- [Insert Strength 3]

Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]

Goals for Next Review Period

- [Insert Goal 1]
- [Insert Goal 2]

Overall Rating

[Insert Overall Performance Rating]

Reviewer Comments

[Insert comments or feedback from the reviewer.]

Employee Comments

[Insert comments or feedback from the employee.]

Signatures

Reviewer: _____

Employee: _____