

Performance Review and Development Plan

Date: [Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Reviewer: [Reviewer Name]

Performance Summary

[Brief summary of employee's performance over the review period.]

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

Development Goals

- [Goal 1 (e.g., Skill enhancement, leadership training)]
- [Goal 2]
- [Goal 3]

Action Plan

[Detailed action plan to achieve the development goals including timelines and resources needed.]

Reviewer Comments

[Additional comments and suggestions from the reviewer.]

Signature of Reviewer: _____

Signature of Employee: _____