

# Performance Review Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Reviewer: [Insert Reviewer Name]

## Performance Overview

[Insert a brief overview of the employee's performance over the review period.]

## Strengths

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

## Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]
- [Insert Area for Improvement 3]

## Goals for Next Review Period

- [Insert Goal 1]
- [Insert Goal 2]
- [Insert Goal 3]

## Overall Rating

[Insert Overall Rating and Comments]

Reviewer Signature: \_\_\_\_\_

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