

# Staff Performance Review

**Date:** [Insert Date]

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

**Position:** [Insert Position]

**Reviewer:** [Insert Reviewer Name]

## Performance Overview

[Insert general comments about the employee's performance during the review period]

## Key Achievements

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

## Areas for Improvement

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

## Goals for Next Review Period

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

## Overall Rating

[Insert overall rating]

## Additional Comments

[Insert any additional comments or notes]

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

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