

Performance Review and Goal Setting

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department]

Performance Overview

[Provide a brief overview of the employee's performance. Highlight strengths and areas for improvement.]

Achievements

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

Areas for Improvement

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

Goals for the Upcoming Review Period

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

Additional Support Required

[Outline any support or resources the employee may need to achieve their goals.]

Employee Comments

[Allow space for the employee to provide feedback or comments about their performance review.]

Signatures

Manager Signature: _____

Employee Signature: _____