

SIMPLE PERFORMANCE REVIEW TEMPLATE

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EMPLOYEE INFORMATION

EMPLOYEE NAME	EMPLOYEE ID	DATE OF CURRENT REVIEW
POSITION HELD	DEPARTMENT	DATE OF LAST REVIEW
REVIEWER NAME	REVIEWER TITLE	DATE SUBMITTED

CHARACTERISTICS

[illegible]

GOALS

Were previously set goals achieved?
Goals for next review period:

COMMENTS AND APPROVAL

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EMPLOYEE SIGNATURE	DATE	REVIEWER SIGNATURE	DATE

DISCLAIMER

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