****[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Competency Based Performance Review Template**

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| **Competency Based Performance Review Template** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| These questions are designed to assess various competencies and behaviors relevant to the employee's role and can help provide a comprehensive evaluation in a Competency-Based Performance Review Template. | | | | | |
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| **1. Adaptability:** | | | | | |
| **Q1:** Describe a time when you had to adapt to a significant change in your work environment. How did you handle it? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** Can you provide an example of when you successfully adjusted your approach to meet new demands or challenges? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **2. Communication:** | | | | | |
| **Q1:** How effectively do you communicate with colleagues, clients, and superiors? | | | | | |
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| **Q2:** Can you share a situation where your communication skills were crucial in resolving a conflict or achieving a positive outcome? | | | | | |
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| **Q3:** What steps do you take to ensure clear and concise communication in your interactions? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **3. Teamwork** | | | | | |
| **Q1:** Describe a successful collaboration experience with a team. What was your role, and how did you contribute to the team's success? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How do you handle disagreements or conflicts within a team setting? | | | | | |
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| **Q3:** Can you provide an example of a time when you went above and beyond to support a colleague or team member? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **4. Problem-Solving:** | | | | | |
| **Q1:** Share a challenging problem or issue you encountered in your work. How did you approach solving it? | | | | | |
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| **Q2:** Can you give an example of a time when you identified an opportunity for improvement and implemented a solution? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q3:** How do you evaluate multiple solutions before making a decision? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **5. Leadership:** | | | | | |
| **Q1:** Have you ever taken on a leadership role or acted as a mentor to a colleague? Describe the situation and the outcome. | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How do you inspire and motivate others to achieve their goals? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q3:** Can you provide an example of when you demonstrated leadership qualities in a difficult situation? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Cultural fit** | 6.5 |  | 7.125 | | |
| **Goal progress** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |