****[**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** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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| **2. Communication:** |
| **Q1:** How effectively do you communicate with colleagues, clients, and superiors? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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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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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** How do you handle disagreements or conflicts within a team setting? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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** |
| Lorem ipsum | Lorem ipsum |
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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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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |