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

**Employee Performance Review Template**

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| **Employee 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 aspects of an employee's performance and provide valuable feedback for their professional development and improvement. | | | | | |
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| **1. Overall Performance** | | | | | |
| **Q1:** How would you rate your overall performance over the past review period? | | | | | |
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| **Q2:** What are some of your key accomplishments since your last review? | | | | | |
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| **Q3:** Can you describe a project or task you are particularly proud of? What was the outcome? | | | | | |
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| **2. Goal Achievement** | | | | | |
| **Q1:** Were you able to achieve the goals set during the last review period? Why or why not? | | | | | |
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| **Q2:** Which goals were the most challenging for you, and how did you address those challenges? | | | | | |
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| **Q3:** How can we support you in achieving your future goals? | | | | | |
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| **3. Strengths and Contributions** | | | | | |
| **Q1:** What do you consider to be your greatest strengths in your current role? | | | | | |
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| **Q2:** How have you leveraged your strengths to contribute to the team and company objectives? | | | | | |
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| **Q3:** Are there any specific skills or knowledge areas where you feel you excel? | | | | | |
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| **4. Areas for Improvement** | | | | | |
| **Q1:** What are some areas where you think there is room for improvement? | | | | | |
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| **Q2:** Are there any mistakes or challenges you encountered that you’d like to discuss? How did you handle them? | | | | | |
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| **Q3:** What steps do you plan to take to improve in these areas? | | | | | |
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| **5. Professional Development** | | | | | |
| **Q1:** What skills or competencies would you like to develop further? | | | | | |
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| **Q2:** Are there any training programs, courses, or experiences you believe would benefit your development? | | | | | |
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| **Q3:** How can the company support your professional growth and career aspirations? | | | | | |
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| **6. Collaboration and Teamwork** | | | | | |
| **Q1:** How do you perceive your working relationships with your colleagues and team members? | | | | | |
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| **Q2:** Can you provide an example of a successful collaboration with a team member? | | | | | |
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| **Q3:** Are there any challenges you’ve faced in team collaboration? How have you addressed them? | | | | | |
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| **7. Communication Skills** | | | | | |
| **Q1:** How do you feel about your communication skills, both with your team and across the organization? | | | | | |
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| **Q2:** Are there any aspects of your communication style that you’d like to improve? | | | | | |
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| **Q3:** Have you faced any communication challenges recently? How did you handle them? | | | | | |
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| **8. Innovation and Problem-Solving** | | | | | |
| **Q1:** Can you provide an example of a time when you demonstrated creativity or innovation in your work? | | | | | |
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| **Q2:** How do you approach problem-solving in your role? | | | | | |
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| **Q3:** Are there any processes or systems you believe could be improved? How would you go about it? | | | | | |
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| **9. Adaptability and Flexibility** | | | | | |
| **Q1:** How do you handle changes in your work or unexpected challenges? | | | | | |
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| **Q2:** Can you describe a time when you had to adapt to a significant change at work? | | | | | |
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| **Q3:** How can you improve your adaptability in your current role? | | | | | |
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| **10. Feedback and Coaching** | | | | | |
| **Q1:** How do you feel about the feedback you have received over the past period? | | | | | |
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| **Q2:** Are there any aspects of the feedback process you find particularly useful or challenging? | | | | | |
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| **Q3:** What type of support or coaching would you find most helpful from your manager or peers? | | | | | |
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| **11. Job Satisfaction and Motivation** | | | | | |
| **Q1:** How satisfied are you with your current role and responsibilities? | | | | | |
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| **Q2:** What aspects of your job do you find most fulfilling or motivating? | | | | | |
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| **Q3:** Are there any aspects of your job that you find particularly frustrating or demotivating? | | | | | |
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| **12. Future Goals and Aspirations** | | | | | |
| **Q1:** What are your short-term and long-term career goals? | | | | | |
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| **Q2:** How do you see your role evolving in the next year? | | | | | |
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| **Q3:** What steps can we take together to help you achieve your career objectives? | | | | | |
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| **13. Closing and Open Feedback** | | | | | |
| **Q1:** Is there anything else you would like to discuss that we haven’t covered? | | | | | |
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| **Q2:** Do you have any feedback for me or the company regarding how we can better support you? | | | | | |
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| **Q3:** Are there any changes you would like to see in your role or within the team? | | | | | |
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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** |