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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)

**Marketing Team Monthly Performance Review**

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| **Marketing Team Monthly Performance Review** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| A performance review is a formal assessment in which the employee and manager evaluates employee's work performance, identifies strength and weaknesses, offers feedback, and sets goals for future performance. | | | | | |
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| **1. Marketing Team Monthly Review Questions** | | | | | |
| **Q1:** What are the most important metrics you're tracking this month? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** What are your top three priorities this month and how are they going to help you achieve your goal? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q5:** What's working particularly well or not well for your team right now? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q4:** What you have done differently this month to drive better results? What new initiatives do you plan to try next month? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q5:** What do you understand to be the current, primary goals for our marketing team as a whole? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q6:** What do you think the marketing team should do differently to better position ourselves to meet our goals? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q7:** What can managers do to help you? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **2. Goal Oriented Questions** | | | | | |
| **Q1:** What goals from the last assessment have you achieved? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q1:** What professionals goals from the last review period were not accomplished and why? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q1:** What are your goals for the coming year and what actions will you take to accomplish these goals? | | | | | |
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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 | | |
| **Onboarding speed** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |