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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)

**Open Ended Employee Performance Review Template**

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| **Open Ended 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 encourage comprehensive and thoughtful responses, facilitating a deeper understanding of the employee’s performance, aspirations, and areas where they might need additional support or development. | | | | | |
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| **1. Performance and Achievements** | | | | | |
| **Q1:** What accomplishments are you most proud of over the past review period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** Can you describe a project or task where you exceeded expectations? | | | | | |
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| **Q3:** How have you contributed to the team’s success? | | | | | |
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| **Q4:** What specific goals did you achieve this period? | | | | | |
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| **2. Skills and Development** | | | | | |
| **Q1:** What new skills have you developed or improved in the past year? | | | | | |
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| **Q2:** In which areas do you feel you need further development or training? | | | | | |
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| **Q3:** How have you applied new knowledge or skills to your work? | | | | | |
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| **3. Job Satisfaction and Challenges** | | | | | |
| **Q1:** What aspects of your job do you enjoy the most? | | | | | |
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| **Q2:** What challenges have you faced in your role, and how did you address them? | | | | | |
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| **Q3:** Are there any obstacles that hinder your performance? If so, what are they? | | | | | |
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| **4. Goals and Future Plans** | | | | | |
| **Q1:** What are your short-term and long-term career goals? | | | | | |
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| **Q2:** How can the organization support you in achieving these goals? | | | | | |
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| **Q3:** What specific objectives do you aim to accomplish in the next review period? | | | | | |
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| **5. Feedback and Communication** | | | | | |
| **Q1:** How would you rate the communication within your team and with your manager? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** What feedback would you like to give your manager or team? | | | | | |
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| **Q3:** How do you prefer to receive feedback and recognition? | | | | | |
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| **6. Overall Performance and Improvement** | | | | | |
| **Q1:** How would you describe your overall performance this review period? | | | | | |
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| **Q2:** What areas do you believe need improvement? | | | | | |
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| **Q3:** What strategies have you used to manage your workload and priorities? | | | | | |
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| **7. Innovation and Initiative** | | | | | |
| **Q1:** Can you provide examples of how you have demonstrated initiative and innovation? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** Have you identified any areas where the organization can improve its processes or practices? | | | | | |
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| **Q3:** What changes or improvements would you like to see in your role or department? | | | | | |
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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** |