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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)

**Quarterly Performance Review**

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| **Quarterly Performance Review (With Self 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 strengths and weaknesses, offers feedback, and set goals for the future performance. |
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| **1. Job Performance Questions** |
| **Q1:** How did you do on the goals set for you during the period under review. Which goals did you meet? Which goals fell short? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** What achievements are you most proud of in the period under review? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** What could you do have done differently to create more impact during the period under review? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q4:** What has been the most challenging aspect of your work in the period under review? Please explain why. |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q5:** What are your short and long term goals with the company, and your career? |
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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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| **Q2:** What professional 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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| **Q3:** 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 |
| **Goal progress** | 8 |   |
| **Quality of work** | 7 |   |
| **Communication** | 7 |   |
| **Overall Comments** |
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| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |