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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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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |