

Quarterly Performance Review with Self-Review

A formal quarterly assessment in which the employee and the manager evaluate work performance, identify strengths, offer feedback, and set goals.

Fillable PDF · type directly into the fields, then save or print

EMPLOYEE NAME	JOB TITLE	DEPARTMENT	REVIEWER
REVIEW PERIOD	SELF-REVIEW SUBMITTED	REVIEW DUE	FINALIZE DUE

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, and which fell short?

EMPLOYEE'S ANSWER	REVIEWER'S ANSWER
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Q2 What achievements are you most proud of in the period under review?

EMPLOYEE'S ANSWER	REVIEWER'S ANSWER
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Q3 What could you have done differently to create more impact during the period under review?

EMPLOYEE'S ANSWER	REVIEWER'S ANSWER
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Q4 What has been the most challenging aspect of your work in the period under review? Please explain why.

EMPLOYEE'S ANSWER	REVIEWER'S ANSWER
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Q5 What are your short- and long-term goals with the company and your career?

EMPLOYEE'S ANSWER	REVIEWER'S ANSWER
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2 · GOAL-ORIENTED QUESTIONS

Q1 What goals from the last assessment have you achieved?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q2 What professional goals from the last review period were not accomplished, and why?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

Q3 What are your goals for the coming year, and what actions will you take to accomplish these goals?

EMPLOYEE'S ANSWER

REVIEWER'S ANSWER

REVIEWER'S RATING OF THE EMPLOYEE (1-10)

Cultural fit	<input type="text"/>		WEIGHTED AVERAGE <input type="text"/> Average of the four ratings
Goal progress	<input type="text"/>		
Quality of work	<input type="text"/>		
Communication	<input type="text"/>		

Overall comments

Employee signature

Date

Reviewer signature

Date