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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)

**Role Based Review**

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| **Role Based Review** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| Role evaluation and review is the ongoing process of evaluating new roles and reviewing existing roles that change over time. Requests for role evaluation and review are made by management based on the business needs of the department. | | | | | |
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| **1. Role Based Review Questions** | | | | | |
| **Q1:** How are you feeling about your role and your overall experience within the company? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** What do you consider to be your key highlights and achievements over the past six months? What have you learnt? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** Reflecting on the position description for your role, do you find it accurately represents all that you do? Please give details. | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q4:** What elements of your role do you most enjoy and why? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q5:** What elements of your role do you find most challenging - and how can we better support you in these? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **2. Company Culture Questions** | | | | | |
| **Q1:** What makes you proud to work at this company? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** How does the organization support your professional development and career growth? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** What's one thing you would change about the company if you could? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q4:** What are some of the ways the company celebrates success? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q5:** How do you as a manager-or, if more appropriate, how does your manager-support and motivate your team? | | | | | |
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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** |  | **10** | | |
| **Overall Comments** | | | | | |
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| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |