

Simple Performance Review

A fast, single-page review using behavior-based criteria on a four-point scale.

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

EMPLOYEE NAME	ROLE	DEPARTMENT
REVIEWER	REVIEW PERIOD	DATE

Performance criteria

CRITERIA	NEEDS IMPROVEMENT	DEVELOPING	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Delivers accurate, high-quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work on time and manages priorities well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly with teammates and stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborates well and supports the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes ownership and follows through on commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts well to change and acts on feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies the knowledge and skills the role requires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes sound decisions and solves problems effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows initiative beyond assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds positive relationships with colleagues and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary & goals

Notable wins this period

Primary focus for next period

Goals for the next review period

Employee signature

Date

Manager signature

Date