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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)

**Staff Performance Review Template**

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| **Staff Performance Review Template** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| These questions can provide a structured framework for assessing performance and setting development goals, but feel free to customize them based on the specific needs and objectives of your organization. | | | | | |
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| **1. Performance Evaluation** | | | | | |
| **Q1:** What were your major accomplishments over the past evaluation period? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** How well did you meet the goals and objectives set for you in the last appraisal? | | | | | |
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| **Q3:** Can you identify any challenges or obstacles you faced in achieving your goals? How did you overcome them? | | | | | |
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| **Q4:** How effectively did you collaborate with team members and other departments? | | | | | |
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| **Q5:** Can you provide examples of how you demonstrated initiative and innovation in your work? | | | | | |
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| **2. Skills and Competencies:** | | | | | |
| **Q1:** What are your strongest skills and competencies, and how have you applied them in your role? | | | | | |
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| **Q2:** In what areas do you feel you have made the most improvement since the last appraisal? | | | | | |
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| **Q3:** Are there any specific skills or competencies you would like to develop further? | | | | | |
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| **3. Feedback and Communication:** | | | | | |
| **Q1:** How do you prefer to receive feedback on your performance? | | | | | |
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| **Q2:** Is there any feedback or constructive criticism you have received that you would like to discuss further? | | | | | |
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| **Q3:** How well do you communicate with your colleagues and superiors? Are there any areas where you could improve communication? | | | | | |
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| **4. Development Goals:** | | | | | |
| **Q1:** What are your career goals for the upcoming evaluation period? | | | | | |
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| **Q2:** Are there any specific areas of skill or knowledge that you would like to develop further? | | | | | |
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| **Q3:** How do you plan to work towards your development goals, and what support do you need from your manager or the organization? | | | | | |
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| **5. Performance Improvement:** | | | | | |
| **Q1:** Are there any areas where you feel you could have performed better? If so, what steps will you take to improve in those areas? | | | | | |
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| **Q2:** How do you plan to build on your strengths to enhance your performance even further? | | | | | |
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| **Q3:** Are there any additional resources or training opportunities you believe would benefit you in your role? | | | | | |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Feedback adoption** | 6.5 |  | 7.125 | | |
| **Goal progress** | 8 |  |
| **Quality of work** | 7 |  |
| **Contributions** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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|
| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |