****

[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Year-End Performance Review with Self Review**

|  |
| --- |
| **Year End Performance Review with Self-review** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
|
|
|
|
|
| This year-end review template is designed to facilitate a comprehensive and precise assessment of employee performance over the past year. It encourages employees to reflect on their job responsibilities, achievements, and areas for growth, providing valuable insights for both employees and supervisors.  |
|
|
| **1. Annual Evaluation with Self-review Questions** (The answers provided should reflect your personal view and understanding of your job responsibilities, performance, and expectations.) |
|
| **Q1:** Describe your current position. Make notes of any significant changes since last year's review. |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Which of you role's responsibilities do you think comes forward? Explain why. |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** What aspect of your position do you find most enjoyable? Explain why. |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** Have there been any certain situations that may have hindered or supported your performance this past year? If yes, explain them and how did they affect your position? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q5:** If you could change anything about your role or upper management's role, what would you change and how? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q6:** Did you encounter a major challenges in your position this year? If so, how did you handle it? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q7:** What instances would you consider to be your biggest achievements this year? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q8:** Did you have enough constructive criticism and feedback throughout this year? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **2. Core Values** (Choose your answer on drop down menu) |
|
| **Q1:** Reliably honours all commitments to their position and profession. |
|
| **Adele's answers** | **Miriam's answers** |
| Excellent | Average |
| **Q2:** Actively looks for ways to improve processes and communicates ideas openly without being asked to do so.  |
|
| **Adele's answers** | **Miriam's answers** |
| Excellent | Average |
| **Q3:** Makes decisions with a focus on what is best for the team, not for the individual achievement. |
|
| **Adele's answers** | **Miriam's answers** |
| Excellent | Average |
| **Q4:** Is a constructive communicator and is capable of discussing difficult issues effectively and to the point. |
|
| **Adele's answers** | **Miriam's answers** |
| Excellent | Average |
| **Q5:** Exceeds expectations in arriving on time for work, including meetings and conferences. |
|
| **Adele's answers** | **Miriam's answers** |
| Excellent | Average |
| **3. Goal Oriented Questions** |
|
| **Q1:** Which of your goals from the last review have you achieved? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** What professionals goals from the last assessment were not accomplished and why? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** What are your goals for the coming year and what actions will you take to accomplish these objectives? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **4. Company Culture Questions** |
|
| **Q1:** How well do you feel supported by your team and management? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** How would you describe the overall communication within the company? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** Do you feel aligned with the company’s values and mission? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** How inclusive and respectful do you find our workplace? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q5:** How satisfied are you with the opportunities for professional growth here? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Rating of this employee (Miriam's answers) (Between 1-10)** |
|   | **Rating** |   | **Weighted Average** |
| **Leadership** | 6.5 |   | 7.125 |
| **Cultural fit** | 8 |   |
| **Quality of work** | 7 |   |
| **Communication** | 7 |   |
| **Overall Comments** |
|  |
|
|
|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |