Performance Review Template

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| --- |
| Employee information |
| **Employee name** |  | Department |  |
| **Job title** |  | Manager name |  |
| **Last review date** |  | Review date |  |

Job-related competencies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communication | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Communicates in a straightforward manner | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Gets back to people in a timely and accurate manner | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Writes flawlessly when it comes to written communication | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Effectively adapts style and materials to communicate to different groups of people | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Self-awareness** | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Controls their emotions, even in high pressure situations | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Demonstrates an awareness of how their actions and decisions affects others | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Treats mistakes and setbacks as learning opportunities | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Actively seeks feedback from others on his/her performance | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Results-driven** | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Sets challenging goals for themselves | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Helps others achieve their objectives | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Prioritizes their work based on the needs of the organization and its customers | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Achieves his/her objectives even when faced with obstacles and challenges | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

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Core competencies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Commercial skills | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Has a commercial mindset | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Spots and leverages opportunities to upsell new services during existing projects | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Proactively looks for opportunities for new projects | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Brings in new business | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proactive advisor** | Strongly disagree | Disagree | Agree | Strongly agree | Comments |
| Advises customers in a professional manner | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Helps colleagues out whenever they can contribute with their expertise | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Goes above and beyond in helping the customer | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee potential | Maximized | Growth within function | Promotable in the long term | Promotable in the short term |
| How would you qualify the employee's potential? | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |
| --- | --- |
| **Areas of excellence** | Points of improvement |
|  |  |

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| --- |
| **Comments** |
|  |

|  |  |
| --- | --- |
| **Employee signature** |  |
| **Reviewer signature** |  |

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