

Simple Performance Review Template Example

Employee Name	Brooklyn Janson
Employee ID	EMP-03621
Position Held	Sales Associate
Department	Sales
Reviewer Name	Brian Gorman
Reviewer Title	Sales Manager
Date of Current Review	MM/DD/YY
Date of Last Review	MM/DD/YY
Date Submitted	MM/DD/YY

Performance Ratings

Quality	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Outstanding (4)
Works to Full Potential		2		
Quality of Work			3	
Work Consistency		2		
Communication			3	
Independent Work		2		
Takes Initiative		2		
Collaboration and Teamwork			3	
Productivity			3	
Creativity and Innovation	1			
Problem-Solving		2		
Adaptability and Learning			3	
Integrity and Ethics			3	
Client and Customer Relations				4
Technical Skills			3	
Dependability			3	
Attendance and Punctuality			3	
Total Score out of 64	42			

Performance Summary

Strengths	Areas for Improvement
Strong communication and teamwork skills	Creativity in customer engagement
Consistently meets sales targets and handles client interactions well	Taking more initiative with upselling strategies
Reliable and professional in all customer interactions	Would benefit from additional training in problem-solving techniques

Previously Set Goals

Goal	Achieved?	Notes
Increase average transaction value by 10%	Yes	Achieved a 12% increase through targeted upselling techniques.
Improve product knowledge for all key brands	No	Completed training on two of three key brands; the final training is pending.

Goals for Next Review

Goal	Key Action Steps	Resources or Support Needed	Target Completion Date
Improve upselling and cross-selling strategies.	Study customer buying patterns, practice upselling scripts, and track results.	One-on-one coaching with senior sales reps	MM/DD/YY
Enhance problem-solving skills in customer interactions.	Attend a conflict resolution workshop and practice customer handling scenarios.	Training session and mentorship	

Comments and Approval

Additional Reviewer Comments	Employee Comments
Brooklyn is a dependable team member who consistently delivers strong results. Developing her creativity and initiative will help her reach the next level in her sales career.	I appreciate the feedback and look forward to improving my upselling skills and handling customer challenges more effectively.

Approved by Reviewer?	Yes
Reviewer Initials	
Approved by Employee?	Yes
Employee Initials	

Signatures

Employee Signature	
Date	MM/DD/YY

Reviewer Signature	
Date	MM/DD/YY

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Performance Ratings

Quality	Needs Improvement (1)	Meets Expectations (2)	Exceeds Expectations (3)	Outstanding (4)
Works to Full Potential				
Quality of Work				
Work Consistency				
Communication				
Independent Work				
Takes Initiative				
Collaboration and Teamwork				
Productivity				
Creativity and Innovation				
Problem-Solving				
Adaptability and Learning				
Integrity and Ethics				
Client and Customer Relations				
Technical Skills				
Dependability				
Attendance and Punctuality				
Total Score out of 64				

Performance Summary

Strengths	Areas for Improvement

Previously Set Goals

Goal	Achieved?	Notes

Goals for Next Review

Goal	Key Action Steps	Resources or Support Needed	Target Completion Date

Comments and Approval

Additional Reviewer Comments	Employee Comments

Approved by Reviewer?	
Reviewer Initials	
Approved by Employee?	
Employee Initials	

Signatures

Employee Signature	
Date	

Reviewer Signature	
Date	

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