

Employee Review Template



Use this template, on a monthly or quarterly basis, to gain valuable insights from your employees, so you can help and support them to achieve their objectives and improve performance.

Name:

Date:

<p style="text-align: center;">Reflection</p> <p>Looking back at the last month/quarter: What's gone well?</p> <p>.....</p> <p>What hasn't gone so well?</p> <p>.....</p> <p>What are your key highlights or achievements?</p> <p>.....</p> <p>What have been the challenges?</p> <p>.....</p> <p>How have you progressed against your goals/targets?</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">Focus</p> <p>Looking forward to the next month/quarter: What are the key goals/targets?</p> <p>.....</p> <p>.....</p> <p>What would make it more successful in your eyes?</p> <p>.....</p> <p>What support do you need?</p> <p>.....</p> <p>.....</p> <p>What might get in your way?</p> <p>.....</p> <p>.....</p>
<p style="text-align: center;">Relationships, teamwork & communication</p> <p>Who do you need to work closely with this month?</p> <p>.....</p> <p>.....</p> <p>What do you need to consider when communicating?</p> <p>.....</p> <p>.....</p> <p>What training/support do you need to further develop your collaboration skills?</p> <p>.....</p> <p>.....</p>	<p style="text-align: center;">Feedback</p> <p>What feedback have you given or received?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p style="text-align: center;">Actions</p> <p>What follow up, actions and/or timescales need to be included?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	