

Project-Based Performance Review

Project Name:

Project Dates:

Employee Name:

Position:

Reviewer:

1. Project Overview:

- Brief description of the project and its goals:
- The employee's role in the project:
- Key stakeholders and collaborators:

2. Project Goals and Objectives:

- List of project goals and objectives:
- The employee's individual goals and objectives:

3. Performance Assessment:

- Overall rating of the employee's performance on the project (Exceeds Expectations, Meets Expectations, Needs Improvement):
- Detailed assessment of the employee's performance against each project goal and objective:
- Specific examples of the employee's contributions to the project:
- Challenges faced and how the employee overcame them:

4. Strengths:

- Highlight the employee's key strengths that were evident during the project.
- Provide specific examples of how the employee's strengths contributed to the project's success.

5. Areas for Development:

- Identify areas where the employee could improve their performance in future projects.
- Offer constructive feedback and suggestions for development.
- Discuss potential resources or training opportunities to support growth.

6. Lessons Learned:

- What were the key learnings from this project for the employee?
- How can these learnings be applied to future projects?

7. Next Steps and Action Plan:

- Collaboratively develop an action plan to address areas for improvement.
- Discuss potential opportunities for future projects or assignments that align with the employee's skills and development goals.

8. Additional Comments (Optional):

- Provide any additional feedback or comments not covered in previous sections.
- Recognize and appreciate the employee's overall contributions to the project and the company.