

# Quarterly Performance Review (For Individual Contributors)

**Employee Name:**

**Position:**

**Review Period:**

**Reviewer:**

## 1. Overall Performance Summary:

- Overall rating (Exceeds Expectations, Meets Expectations, Needs Improvement):
- Summary of strengths and areas for improvement:

## 2. Goal Review:

- List of goals set for the review period:
- Progress towards each goal:
- Challenges faced and lessons learned:
- Revised goals for the next period (if applicable):

## 3. Core Competencies:

- [List 3-5 core competencies relevant to the role, e.g., Communication, Problem-solving, Teamwork]
- Rating for each competency:
- Examples of behaviors or actions demonstrating each competency:

## 4. Areas of Strength:

- Specific examples of the employee's strengths and accomplishments during the review period.
- Highlight areas where the employee exceeded expectations.

## 5. Areas for Development:

- Identify specific areas where the employee could improve their performance.
- Provide constructive feedback and suggestions for improvement.
- Discuss potential resources or training opportunities to support growth.

## 6. Employee Self-Assessment:

- Allow the employee to share their own perspective on their performance, achievements,

challenges, and areas for development.

- Discuss any discrepancies between the employee's self-assessment and the manager's assessment.

## **7. Next Steps and Action Plan:**

- Collaboratively develop an action plan to address areas for improvement.
- Set new goals for the next review period, aligning with the employee's career aspirations and the company's goals.
- Discuss opportunities for professional development and growth.

## **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 team and company.

## **Signatures:**

- Employee Signature:
- Date:
- Manager Signature:
- Date: