**Employee Performance Review Template Example**

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| **Employee Name** | Alexandra Mattson |
| **Employee ID** | EMP-02458 |
| **Position Held** | Marketing Coordinator |
| **Department** | Marketing |
| **Reviewer Name** | Aviv Perez |
| **Reviewer Title** | Marketing Manager |
| **Date of Current Review** | MM/DD/YY |
| **Date of Last Review** | MM/DD/YY |
| **Date Submitted** | MM/DD/YY |

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| **Performance Ratings** |  |  |  |  |  |
| **Quality** | **Needs Improvement (1)** | **Below Expectations (2)** | **Meets Expectations (3)** | **Exceeds Expectations (4)** | **Outstanding (5)** | **Score** |
| Works to Full Potential |  |  | **3** |  |  | **3** |
| Quality of Work |  |  |  | **4** |  | **4** |
| Work Consistency |  |  | **3** |  |  | **3** |
| Communication |  |  |  | **4** |  | **4** |
| Independent Work |  |  |  | **4** |  | **4** |
| Takes Initiative |  |  | **3** |  |  | **3** |
| Collaboration and Teamwork |  |  |  |  | **5** | **5** |
| Productivity |  |  |  | **4** |  | **4** |
| Creativity and Innovation |  | **2** |  |  |  | **2** |
| Problem-Solving |  |  | **3** |  |  | **3** |
| Adaptability and Learning |  |  |  | **4** |  | **4** |
| Integrity and Ethics |  |  |  | **4** |  | **4** |
| Client and Customer Relations |  |  | **3** |  |  | **3** |
| Technical Skills |  |  |  | **4** |  | **4** |
| Dependability |  |  |  |  | **5** | **5** |
| Attendance and Punctuality |  |  |  | **4** |  | **4** |
| **Total Score out of 80** | **59** |
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| **Performance Summary** |  |  |  |  |  |
| **Strengths** | **Areas for Improvement** |
| Excellent teamwork and dependability | Creative problem-solving skills |
| Consistently delivers high-quality work | Greater initiative on independent projects |
| Strong communication with both internal teams and clients | Creating innovative approaches to marketing strategies |
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| **Previously Set Goals** |  |  |  |  |  |
| **Goal** | **Achieved?** | **Notes** |
| Increase email marketing engagement rate by 15%. | Yes | Achieved a 17% increase through A/B testing. |
| Develop two new social media campaign strategies. | No | Completed one campaign; the second is in progress. |
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| **Goals for Next Review** |  |  |  |  |  |
| **Goal** | **Key Action Steps** | **Resources or Support Needed** | **Target Completion Date** |
| Develop at least three data-driven content marketing campaigns. | Research current trends, analyze audience behavior, and develop content accordingly. | Analytics tools and competitor analysis reports | MM/DD/YY |
| Improve creative problem-solving skills. | Attend marketing strategy workshops and collaborate with cross-functional teams on brainstorming sessions. | Training programs and mentorship opportunities | MM/DD/YY |
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| **Career Development** |  |  |  |  |  |
| **Career Goal** | **Training or Skill Development Needed** | **Timeline** | **Support from Company** |
| Transition into a Senior Marketing Specialist role. | Advanced marketing analytics training and leadership development | 12-18 months | Training courses and project leadership opportunities |
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| **Pre-Approval Discussion** |  |  |  |  |  |
| **Discussion Topic** | **Key Takeaways** |
| Overall Performance Feedback | Alexandra has shown strong reliability and teamwork. She meets expectations in most areas and excels in communication and dependability. More creative contributions are encouraged. |
| Goals and Growth Opportunities | The focus for the next review period will be enhancing independent initiative and creativity in problem-solving. |
| Additional Employee Input | Alexandra expressed interest in leadership opportunities and requested more involvement in strategic marketing planning. |
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| **Comments and Approval** |  |  |  |  |  |
| **Additional Reviewer Comments** | **Employee Comments** |
| Alexandra is a dedicated and consistent performer. Her continued innovation and strategic thinking efforts will help Alexandra grow into a leadership role. | I appreciate the feedback and look forward to improving my problem-solving skills and taking on more leadership responsibilities. |
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| **Approved by Reviewer?** | Yes |
| **Reviewer Initials** | AP |
| **Approved by Employee?** | Yes |
| **Employee Initials** | AM |
| **Signatures** |  |  |  |  |  |  |
| **Employee Signature** |   |
| **Date** | MM/DD/YY |
|  |  |  |  |  |  |  |
| **Reviewer Signature** |   |
| **Date** | MM/DD/YY |

**Employee Performance Review Template**

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| **Employee ID** |  |
| **Position Held** |  |
| **Department** |  |
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| Integrity and Ethics |  |  |  |  |  |  |
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| **Discussion Topic** | **Key Takeaways** |
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| **Comments and Approval** |  |  |  |  |  |
| **Additional Reviewer Comments** | **Employee Comments** |
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| **Approved by Reviewer?** |  |
| **Reviewer Initials** |  |
| **Approved by Employee?** |  |
| **Employee Initials** |  |
| **Signatures** |  |  |  |  |  |  |
| **Employee Signature** |  |
| **Date** |  |
|  |  |  |  |  |  |  |
| **Reviewer Signature** |  |
| **Date** |  |

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