**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9431&utm_source=template-word&utm_medium=content&utm_campaign=Employee+Performance+Review-word-9431&lpa=Employee+Performance+Review+word+9431)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 | | | | | | | | | | |
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| **Reviewer Signature** | |  | | | | | | | | | | |
| **Date** | | MM/DD/YY | | | | | | | | | | |

**Employee Performance Review Template**

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| **Employee Name** |  |
| **Employee ID** |  |
| **Position Held** |  |
| **Department** |  |
| **Reviewer Name** |  |
| **Reviewer Title** |  |
| **Date of Current Review** |  |
| **Date of Last Review** |  |
| **Date Submitted** |  |

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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 |  | | |  | | | |  | |  | |  |  | |
| 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 80** |  | | | | | | | | | | | | | |
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| **Performance Summary** | | | | |  | | | |  | |  | | |  | |  | |
| **Strengths** | | | | | | **Areas for Improvement** | | | | | | | | |
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| **Previously Set Goals** | | | | |  | | | |  | |  | | |  | |  | |
| **Goal** | | | **Achieved?** | | | | **Notes** | | | | | | | |
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| **Goals for Next Review** | | |  | |  |  | |  | |  |
| **Goal** | | **Key Action Steps** | | **Resources or Support Needed** | | | **Target Completion Date** | |
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| **Career Development** | |  |  | | |  |  | |  |
| **Career Goal** | **Training or Skill Development Needed** | | | **Timeline** | **Support from Company** | | |
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| **Pre-Approval Discussion** | | | |  | | |  | |  | | |  | | |  |
| **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** | |  | | | | | | | | | | |
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| **Reviewer Signature** | |  | | | | | | | | | | |
| **Date** | |  | | | | | | | | | | |

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