**Quarterly Performance Review Template**

|  |
| --- |
| **Employee Information** |
| **Employee Name** |   |
| **Employee ID** |   |
| **Position or Title** |   |
| **Department** |   |
| **Reviewer Name** |   |
| **Reviewer Title** |   |
| **Review Period** |   |
| **Date of Review** |   |
|  |  |  |  |  |
| **Current Role** |
| **Job Title** | **Key Responsibilities** | **New Tasks or Role Adjustments Since Last Quarter** |
|  |  |  |
|  |  |  |
|  |  |  |
|   |   |   |
| **Performance Ratings** |
| **Quality** | **Needs Improvement (1)** | **Meets Expectations (2)** | **Exceeds Expectations (3)** | **Outstanding (4)** |
| Work Quality | **0** |  |  |  |
| Work Consistency |  | **0** |  |  |
| Communication |  |  | **0** | **0** |
| Collaboration and Teamwork |  |  |  |  |
| Takes Initiative |  |  |  |  |
| Problem-Solving and Decision-Making |  |  |  |  |
| Adaptability and Learning |  |  |  |  |
| Creativity and Innovation |  |  |  |  |
| Technical Skills (if applicable) |  |  |  |  |
| Dependability and Accountability |  |  |  |  |
| Attendance and Punctuality |  |  |  |  |
| Workplace Behavior and Engagement |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| **Total Score** | **0** |

|  |
| --- |
| **Performance Summary** |
| **Strengths** | **Areas for Improvement** |
|  |  |
|  |  |
|  |  |
|  |  |  |  |  |
| **Previously Set Goals** |
| **Goal** | **Achieved?** | **Notes** |
|  | Yes |  |
|  | No |  |
|  |   |  |

|  |
| --- |
| **Goals for Next Quarter** |
| **Goal** | **Key Action Steps** | **Resources or Support Needed** | **Target Completion Date** |
|  |  |   | MM/DD/YY |
|  |  |  |   |
|  |  |  |   |
|  |  |  |  |  |
| **Long-Term Impact** |
| **Key Contribution** | **Business Impact** | **Alignment with Annual Goals** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Pre-Approval Discussion** |
| **Discussion Topic** | **Key Takeaways** |
|   |   |
|   |   |
|   |   |
|  |  |  |  |  |
| **Comments and Approval** |
| **Additional Reviewer Comments** | **Employee Comments** |
|   |   |
|   |   |
|   |   |

|  |  |
| --- | --- |
| **Approved by Reviewer?** |   |
| **Reviewer Initials** |   |
| **Approved by Employee?** |   |
| **Employee Initials** |   |
|  |  |  |  |  |
| Signatures |  |  |  |  |
| **Employee Signature** |   |
| **Date** | MM/DD/YY |
|  |  |  |  |  |
| **Reviewer Signature** |   |
| **Date** | MM/DD/YY |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |