**[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=Simple+Performance+Review-word-9431&lpa=Simple+Performance+Review+word+9431)Simple Performance Review Template Example**

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| --- | --- |
| **Employee Name** | Brooklyn Janson |
| **Employee ID** | EMP-03621 |
| **Position Held** | Sales Associate |
| **Department** | Sales |
| **Reviewer Name** | Brian Gorman |
| **Reviewer Title** | Sales 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)** | **Meets Expectations (2)** | | **Exceeds Expectations (3)** | **Outstanding  (4)** |
| Works to Full Potential | |  | **2** | |  |  |
| Quality of Work | |  |  | | **3** |  |
| Work Consistency | |  | **2** | |  |  |
| Communication | |  |  | | **3** |  |
| Independent Work | |  | **2** | |  |  |
| Takes Initiative | |  | **2** | |  |  |
| Collaboration and Teamwork | |  |  | | **3** |  |
| Productivity | |  |  | | **3** |  |
| Creativity and Innovation | | **1** |  | |  |  |
| Problem-Solving | |  | **2** | |  |  |
| Adaptability and Learning | |  |  | | **3** |  |
| Integrity and Ethics | |  |  | | **3** |  |
| Client and Customer Relations | |  |  | |  | **4** |
| Technical Skills | |  |  | | **3** |  |
| Dependability | |  |  | | **3** |  |
| Attendance and Punctuality | |  |  | | **3** |  |
| **Total Score out of 64** | | **42** | | | | |
| **Performance Summary** | | |  | |  |  |
| **Strengths** | | | **Areas for Improvement** | | | |
| Strong communication and teamwork skills | | | Creativity in customer engagement | | | |
| Consistently meets sales targets and handles client interactions well | | | Taking more initiative with upselling strategies | | | |
| Reliable and professional in all customer interactions | | | Would benefit from additional training in problem-solving techniques | | | |
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| **Previously Set Goals** | | |  | |  |  |
| **Goal** | | **Achieved?** | **Notes** | | | |
| Increase average transaction value by 10% | | Yes | Achieved a 12% increase through targeted upselling techniques. | | | |
| Improve product knowledge for all key brands | | No | Completed training on two of three key brands; the final training is pending. | | | |
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| **Goals for Next Review** | | |  | |  |  |
| **Goal** | **Key Action Steps** | | | **Resources or  Support Needed** | | **Target Completion Date** |
| Improve upselling and cross-selling strategies. | Study customer buying patterns, practice upselling scripts, and track results. | | | One-on-one coaching with senior sales reps | | MM/DD/YY |
| Enhance problem-solving skills in customer interactions. | Attend a conflict resolution workshop and practice customer handling scenarios. | | | Training session and mentorship | |  |
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| **Comments and Approval** | |  |  |  |
| **Additional Reviewer Comments** | | **Employee Comments** | | |
| Brooklyn is a dependable team member who consistently delivers strong results. Developing her creativity and initiative will help her reach the next level in her sales career. | | I appreciate the feedback and look forward to improving my upselling skills and handling customer challenges more effectively. | | |
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| **Approved by Reviewer?** | Yes | | | |
| **Reviewer Initials** |  | | | |
| **Approved by Employee?** | Yes | | | |
| **Employee Initials** |  | | | |
|  |  |  |  |  |
| **Signatures** |  |  |  |  |
| **Employee Signature** |  | | | |
| **Date** | MM/DD/YY | | | |
|  |  |  |  |  |
| **Reviewer Signature** |  | | | |
| **Date** | MM/DD/YY | | | |

**Simple 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)** | **Meets Expectations (2)** | | **Exceeds Expectations (3)** | **Outstanding  (4)** |
| 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 64** | | **00** | | | | |
| **Performance Summary** | | |  | |  |  |
| **Strengths** | | | **Areas for Improvement** | | | |
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| **Previously Set Goals** | | |  | |  |  |
| **Goal** | | **Achieved?** | **Notes** | | | |
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| **Goal** | **Key Action Steps** | | | **Resources or  Support Needed** | | **Target Completion Date** |
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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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