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