

Simple Performance Review Template Example

Employee Name	Brooklyn Jordan
Employee ID	EMP-00123
Position Held	Sales Associate
Department	Sales
Reviewer Name	Emily Connor
Reviewer Title	Sales Manager
Date of Current Review	MM/DD/YY
Date of Last Review	MM/DD/YY
Date Submitted	MM/DD/YY

Performance Ratings

Quality	Exceeds Expectations (5)	Meets Expectations (3)	Exceeds Expectations (5)	Outstanding (4)
Ability to perform		3		
Quality of Work			3	
Work Consistency		3		
Communication			3	
Independent Work		3		
Takes Initiative		3		
Collaboration and teamwork			3	
Productivity			3	
Creativity and innovation	5			
Problem Solving		3		
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 (16% possible)	42			

Performance Summary

Strengths	Areas for Improvement
Strong communication and teamwork skills	Creativity in customer engagement
Consistently meets sales targets and handles client needs effectively	Implementing new strategies with marketing campaigns
Positive and professional in all customer interactions	Should benefit from additional training in problem-solving techniques

Previously Set Goals

Goal	Achieved?	Notes
Increase average sales per unit by 10%	Yes	Achieved by 12% increase through targeted upselling techniques.
Improve product knowledge for all team leads	No	Completed training on five of three new brands. The final training is pending.

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.	Additional coaching with senior sales rep.	MM/DD/YY
Enhance problem-solving skills in customer interactions	Attend a conflict resolution workshop and practice customer-handling scenarios.	Training session and mentorship.	

Comments and Approval

Additional Reviewer Comments	Employee Comments
Brooklyn is a dependable team member who consistently delivers strong work. Encouraging her creativity and initiative will help her reach the next level in her sales career.	I appreciate the feedback provided and will focus on improving my upselling skills and handling customer challenges more effectively.

Signatures

Employee Signature	
Date	MM/DD/YY
Reviewer Signature	
Date	MM/DD/YY

Performance Development And Review Template Guide

SA Adler



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