



# Professional Development Review Template

Employee Details			
Name	Designation	Employee ID	Team

Reviewer Info			
Name	Designation	Employee ID	Team

Details about the review			
Date	Date last reviewed	Purpose	Goals

Performance Review		
Range  Metric 	Short Term (1-2 years)	Long Term (3-4 years)

Skill Development		
Mention the trainings and learning requirements to do your job better		

Achievements		
Explain how your achievements help you grow		

Goals & Action Plan		
List your goals and share how you plan to achieve them		

Requirements		
List down things,budget and people you need to get work done and achieve your goals		

Timelines		
Provide detailed timeline to achieve the goals		