

Employee details			
Name	Designation	Employee ID	Team

Reviewer info			
Name	Designation	Employee ID	Team

Details about the review			
Date	Date last reviewed	Purpose	Goals

Achievement of goals		
No.	Objective	Status
1		
2		
3		

Goals for the next review period		
No.	Objective	Timeframe
1		
2		
3		

### Self assessment

#### Achievements

What were your achievements in the review period? How did you achieve them?	
How do your achievements fulfill your job description?	
Explain how your goals and achievements are aligned to the goals of the organization.	

#### Strengths and weaknesses

What are your strengths and weaknesses?	
How do you plan to address your weaknesses?	

#### Skill development

Mention the skills and competencies you need to develop/ update to do your job better.	
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#### Compensation and rewards

Are you happy with the compensation you receive for your work?	
Do you think you have received the rewards and recognition that you deserve?	

#### Teamwork

Are you happy with your team?	
Do you have any conflicts with the team members?	
Does your team accept your ideas and recognize you?	

#### Career aspirations

Where do you see yourself in the organization in the long term?	
Do you think you have got the scope to realise your career plans?	

#### Likes and dislikes

What do you like about the job and the organization?	
What changes do you want to see in this job and the organization/ team?	

### Manager's assessment

Your ratings and the meaning for those corresponding values are as follows:

1 - Strongly agree	NA - Not Applicable (when you don't have first hand knowledge about the person regarding the question)
2 - Agree	
3 - Sometimes agree	
4 - Disagree	
5 - Strongly disagree	

Mark the number that corresponds to the description of the employee reviewed from your perspective, for every item.

1	Follows company's rules and regulations and procedures	1	2	3	4	5	NA
2	Aligned to and works in line with the vision, mission and core values of the company	1	2	3	4	5	NA
3	Makes a good impression of the company on the customers, clients and vendors	1	2	3	4	5	NA
4	Shows respect to others and communicates professionally with colleagues	1	2	3	4	5	NA
5	Is customer-centric in communication with others	1	2	3	4	5	NA
6	Communicates precisely and gets what is needed	1	2	3	4	5	NA
7	Has good work ethics	1	2	3	4	5	NA
8	Helps colleagues whenever needed	1	2	3	4	5	NA
9	Has the skills and competencies to do the job effectively	1	2	3	4	5	NA
10	Listens to colleagues and accepts others' ideas	1	2	3	4	5	NA
11	Follows timelines rigorously and does the tasks thoroughly	1	2	3	4	5	NA
12	Takes responsibility for his/her own actions	1	2	3	4	5	NA
13	Takes ownership of tasks and leads everyone	1	2	3	4	5	NA
14	Learns new skills, attends trainings and updates himself/herself to grow as a professional	1	2	3	4	5	NA
15	Has good leadership qualities	1	2	3	4	5	NA
	Overall	1	2	3	4	5	