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Employee performance review sample

The format of employee performance reviews varies, but they typically highlight how an employee succeeds at their job, identify areas for improvement, and outline goals for the next evaluation period. Here is an example:

“Since starting her role as assistant manager, Mandy has consistently met and, at times, exceeded expectations. She’s able to work under high-pressure situations, showing her adaptability by shifting priorities when clients make last-minute requests. Even under challenging circumstances, she maintains a positive attitude as she collaborates with colleagues to solve problems. Mandy also has strong attention to detail, reviewing her work numerous times before submitting it to ensure it is error-free.

While her detail-oriented nature is a strength, it can sometimes affect her time management skills. For example, when providing training to her team last week, she spent significant time focusing on a single topic. She said she wanted the team to understand the new concept thoroughly, but it resulted in her having to rush through the rest of the presentation.

Otherwise, Mandy is an effective communicator who excels at motivating her team. She promotes a transparent work environment and employees say she is always empathetic, supportive, and patient when listening to concerns or suggestions. I suggest meeting with a supervisor to debrief Mandy on this review and set long-term goals to help build her time management and leadership skills.”

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