

Free Template: Effective Staff Reviews

Employee Name:

Title:

Team/Department:

Reviewer:

Date:

Review Period:

Overview

Section 1: Living Out Our Values/Mission

The purpose of this section is to review and evaluate how you are living out our staff values and/or mission statement. I'll give tangible examples of ways you've excelled in each area and, if applicable, provide examples of ways you could improve in any areas.

Section 2: Individual & Team Goals

Goals should always be SMART: Specific, Measurable, Achievable, Realistic, & Time-bound. The purpose of this section is to review and evaluate how you are meeting the goals that we have provided for you, both individual goals & team goals. We can also use this time to evaluate the effectiveness of these goals and what your goals should be moving forward.

Section 3: Final Review & Feedback

The purpose of this section is to address any other areas of excellence, improvement, or feedback.



Section 1: Living Out Our Values/Mission

Value/Mission:
Feedback:

Value/Mission:
Feedback:

Value/Mission:
Feedback:

Value/Mission:
Feedback:

Section 2: Individual & Team Goals

Individual Goals

Goal #1:
Feedback:

Goal #2:
Feedback:

Goal #3:
Feedback:

Goal #4:
Feedback:

Team Goals:

Team Goal #1:
Feedback:

Team Goal #2:
Feedback:

Team Goal #3:
Feedback:

Section 3: Final Review & Feedback

We've seen excellence in these areas:

We feel you can improve in these areas:

I'm going to help you improve & continue to equip you in these ways:

Final thoughts: