Goal-based performance review

Employee name: _____

Job title: _____

Reviewer: _____

Review period: _____

Goal	Weight	Target	Actual	% achieved	Weighted %

Overall goal score (sum of weighted %): _____

Result: _____

% achieved = actual / target, capped at 150%. 110% and up Exceeds, 90% to 109% Meets, below 90% Below expectations.

Comments: _____

_____ _____

Employee signature Date

_____ _____

Reviewer signature Date

Free template from workzenly.com