One-page performance review

Employee name: _____

Job title: _____

Reviewer: _____

Review period: _____

Keep doing (strengths)

1: _____

2: _____

3: _____

Start doing

1: _____

2: _____

Stop doing

1: _____

Overall

☐ Exceeds expectations ☐ Meets expectations ☐ Below expectations

Top goals for next period

1: _____

2: _____

3: _____

_____ _____

Employee signature Date

_____ _____

Reviewer signature Date

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