**COMPANY NAME**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee performance review-long format

**Employee information**

|  |  |
| --- | --- |
| Employee Name: |  |
| Employee ID: |  |
| Job Title: |  |
| Department: |  |
| Manager: |  |
| Review period: |  |

**Review Guideline**

* At least one week prior to this review, notify employee of the review, and assign the employee a self-review as well as employee peer review
* All goals should be reasonable and specific

**Goals**

Briefly describe the goals of the employee. Were the goal achieved? if not, then why not

|  |  |  |
| --- | --- | --- |
|  | **Title** | **Description** |
| **Goal # 01:** |  |  |
| **Goal # 02:** |  |  |
| **Goal # 03:** |  |  |