



Employee name	
Review date	Review period
Position	
Time in position	
Hire date	
Previous position(s) held in Company	
<b>Goals</b>	
List 4 goals which will help you advance your career.	
<b>Goal 1</b>	
List steps to achieve the goal	
Progress made	
Other comments on this goal	
<b>Goal 2</b>	
List steps to achieve the goal	
Progress made	
Other comments on this goal	



<b>Goal 3</b>
List steps to achieve the goal
Progress made
Other comments on this goal
<b>Goal 4</b>
List steps to achieve the goal
Progress made
Other comments on this goal



<b>Highlights/Lowlights</b>
List any highlights or lowlights in this section.
<b>View of other employees</b>
How do you work with your team?
Overall, what do your teammates think about your performance?
<b>Areas to grow</b>
What are areas you feel you need to grow in? What areas does your supervisor feel you need to grow in?
<b>Comments/Suggestions</b>
Employee signature and date
Supervisor signature and date