

# Performance Review Questionnaire Template

## Section 1: Self-Evaluation (Employee)

No.	Evaluation Criteria	Comments / Examples	Rating (1–5)
1	Highlight your top 3 achievements this period		
2	Describe how you tackled key challenges		
3	Explain your contribution to team or company goals		
4	Identify areas where you'd like to improve		
5	Share what support you need to improve performance		

## Section 2: Manager Evaluation

No.	Evaluation Criteria	Comments / Examples	Rating (1–5)
1	Demonstrates key strengths and skills		

2	Shows improvement or addresses areas of concern		
3	Met or exceeded role-specific goals/KPIs		
4	Aligns with company values and team culture		
5	Open to feedback and demonstrates a growth mindset		

### Section 3: Goals & Development Plan

No.	Evaluation Criteria	Comments / Examples	Rating (1–5)
1	Clearly defined goals for next review cycle		
2	Plans for training, learning, or upskilling		
3	Manager's support/action plan clarity		

### Section 4: Open Feedback

No.	Evaluation Criteria	Comments / Examples	Rating (1–5)
1	Feedback for manager or organization		
2	Any other input that may not fit above sections		

### Pro Tips for Admins

- **Entry-Level Employees:** Focus on communication skills, teamwork, learning agility, and receptiveness to feedback.
- **Mid-Level Individual Contributors (ICs):** Evaluate ownership, problem-solving abilities, initiative, and impact on team goals.
- **Leaders and Managers:** Emphasize influence, people development, decision-making, and cross-functional collaboration.
- **Balanced Assessment:** Combine quantitative ratings with qualitative comments to gain comprehensive insights.
- **Consistency:** Apply the same evaluation framework across teams to ensure fairness and comparability