

Quarterly Performance Review Template

Review Section	Details / Rating
Employee Name	
Department / Team	
Review Period	(e.g., Jan–Mar 2025)
Reviewer Name	

1. Goal Achievement Rating (1–5 Scale)

Rate how effectively the employee met their goals for the quarter.

Goal	Description	Rating (1–5)	Comments
Goal 1	e.g. Increase Q1 sales by 15%		
Goal 2	e.g. Launch new onboarding module		
Goal 3	e.g. Improve support ticket resolution time		

2. Key Accomplishments

Highlight major wins, successful projects, or significant contributions.

- Launched new client portal on schedule
- Resolved a critical system outage with minimal downtime
- Received positive customer feedback on Q1 training session

3. Areas for Improvement

Document opportunities for growth or focus areas for the next quarter.

- Needs to improve communication in cross-functional meetings
- Could delegate more effectively under time pressure
- Should complete documentation on time

4. Manager Comments

Manager's overall feedback on performance, behavior, and impact.

[Write a summary of the employee's overall performance, collaboration, and growth. Include specific examples.]

5. Development Priorities (Next Quarter)

Suggested focus areas for skill-building, behavior change, or project ownership.

- Lead the new customer insights project
- Attend advanced Excel training
- Schedule regular knowledge-sharing sessions with new hires