

PERFORMANCE REVIEW TEMPLATE

This Performance Review Template ("Agreement") is entered into on the

_____ day of _____ ,
20 _____ , by and between
_____ ("Employer") and
_____ ("Employee").

1. PURPOSE

The purpose of this Performance Review Template is to evaluate and document the Employee's job performance, identify strengths, areas for improvement, and set future goals. It serves as a tool for constructive feedback and professional development.

2. DEFINITIONS

"Employer" refers to the company or organization conducting the performance review.

"Employee" refers to the individual whose performance is being evaluated.

"Review Period" refers to the time frame during which the Employee's performance is assessed.

3. REVIEW PERIOD

The Review Period covered by this Agreement is from the

_____ day of _____ ,
20 _____ , to the _____

day of _____ , 20

_____ .

4. PERFORMANCE EVALUATION

The Employer shall evaluate the Employee's performance based on the following criteria:

5. STRENGTHS

The Employee's strengths identified during the review period include:

6. AREAS FOR IMPROVEMENT

The Employee is encouraged to focus on the following areas for improvement:

7. FUTURE GOALS

The following goals are set for the Employee's professional development:

8. FEEDBACK AND DISCUSSION

The Employer and Employee shall engage in a constructive discussion regarding the performance evaluation, strengths, areas for improvement, and future goals.

9. OBLIGATIONS AND RIGHTS

The Employer agrees to provide the Employee with the necessary resources and support to achieve the set goals. The Employee agrees to actively participate in the performance review process and work towards the agreed-upon goals.

10. DEFAULT AND REMEDIES

In the event of a default by either party in fulfilling their obligations under this Agreement, the non-defaulting party shall have the right to seek any remedy available at law or in equity.

11. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of _____ . Any disputes arising under this Agreement shall be resolved in the courts located within that state.

12. SEVERABILITY

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior agreements, understandings, and representations.

14. AMENDMENT

This Agreement may only be amended or modified by a written agreement signed by both parties.

15. TERMINATION

This Agreement may be terminated by either party upon providing written notice to the other party at least thirty (30) days prior to the intended termination date.

16. NOTICES

Any notices required or permitted under this Agreement shall be in writing and sent to the parties at the following addresses:

Employer: _____

Employee: _____

17. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Employer:

Signature: _____

Date: _____

Print Name: _____

Employee:

Signature: _____

Date: _____

Print Name: _____

Witness:

Signature: _____

Date: _____

Print Name: _____

Notary Public:

Signature: _____

Date: _____

Print Name: _____

Commission Number: _____

My Commission Expires: _____