

Objectives & Outcomes Performance Review Template - PeopleGoal

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Objectives & Outcomes Performance Review Template

peplegoal

How to use this template

Edit the **Company Values** section to match your own company core values.

Remember to protect your cells once you've finalized your template edits.

Distribute to your employees to complete their self-assessments first, then on to reviewers to add their assessment.

What do the ratings mean?

5

Top Performer

The employee has significantly exceeded expectations and is performing well above their current position.

4

Exceeds Expectations

The employee has performed above average and stretched themselves to achieve positive feedback and ratings.

3

Meets Expectations

The employee has performed on par with their colleagues, and as per expectations for their role/position.

2

Needs Improvement

The employee has performed below average. Focus should be placed on identifying measures to improve performance.

1

Significantly Underperforms

The employee has significantly underperformed in this performance period, and a performance improvement plan should be implemented as soon as possible.

Want to learn more about the Performance Review cycle and how to automate these online? Visit [www.peplegoal.com](#) and get in touch with us.

Objectives and Outcomes Performance Review

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Employee Name

Reviewer Name

Department

Review Date

Role Title

Date of Last Review

Goals and Objectives

List each objective that was set this performance period.
For each objective, indicate achieved/not achieved with comments.

Objective 1

Objective 2

Objective 3

Objective 4

Objective 5

Employee Assessment

Achieved / Not Achieved

Comments

Reviewer Assessment

Achieved / Not Achieved

Comments

Company Values

Describe how this individual has demonstrated the Company Core Values in their work, attitude and delivery.

Accountability

Takes ownership of their deliverables; admits mistakes

Enter your written description in the text box below

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