# Monthly performance review template

| Employee name |  | Review period |  |
| --- | --- | --- | --- |
| Department |  | Date of review |  |

## Performance review for employees on short-term contracts

| Areas of excellence | Suggested areas of improvement | Future expectations | Additional comments |
| --- | --- | --- | --- |
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## Performance review for newly hired employees

| Onboarding — start and end date | First assignment — Areas of excellence  | First assignment — Suggested areas of improvement | Additional comments |
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## Performance review for employees working on a new project

| Project start and end date | Areas of excellence  | Suggested areas of improvement | Project goals |
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| Reviewer signature | Employee signature |
| --- | --- |
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