# Quarterly performance review template

| Q1 (mark the current one) | Q2 (mark the current one) | Q3 (mark the current one) | Q4 (mark the current one) |
| --- | --- | --- | --- |
| Employee name |  | Review period |  |
| Department |  | Date of review |  |

| Job description |
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| Performance metrics |
| --- |
| Areas of excellence | Suggested areas of improvement | Goals achieved | Future expectations |
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| Additional comments |
| --- |
| From a reviewer | From an employee |
|  |  |
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| Reviewer signature | Employee signature |
| --- | --- |
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