# **Rapid Feedback Performance Review Template**

**Introduction**

This simple performance review template works well for short check-ins or smaller teams.

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| --- | --- | --- | --- |
| **Employee Name** |  | **Manager Name** |  |
| **Position/Role** |  | **Review Period** |  |
| **Department** |  | **Date of Review** |  |

## **Section 1: Quick Role & Responsibilities Check**

**Main Duties or Goals (Current Period)**

*[Briefly list 2–3 primary responsibilities or goals relevant to this short check-in.]*

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| --- |
| 1. |
| 2. |
| 3. |

**Manager’s Comments on Role Performance**

*[Short summary of how the employee has performed in these specific duties since the last review.]*

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## **Section 2: Core Competencies (Rapid Assessment)**

*[Use quick ratings or brief comments on essential skills such as communication, adaptability, teamwork. Feel free to adapt the competencies to your context.]*

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| --- | --- | --- |
| **Core Competencies** | **Rating (1-5)** | **Comments** |
| **1. Communication** |  |  |
| **2. Adaptability** |  |  |
| **3. Team Collaboration** |  |  |

**Overall Competency Rating (1–5):** \_\_\_\_\_\_\_\_\_\_\_\_

*[Add any quick overarching comments]*

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## **Section 3: Immediate Challenges & Areas for Improvement**

*[List 1–2 challenges or areas where rapid improvement is needed.}*

**Areas for Improvement**

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**Manager’s Suggestions/Support Needed**

*[Provide constructive feedback/ recommendations (e.g., training, resource allocation, or coaching]*

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## **Section 4: Employee Self-Assessment**

*[Give the employee space to reflect on performance, any obstacles, or request additional support.]*

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## **Section 5: Overall Rating & Sign-Off**

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| --- | --- |
| **Employee Overall Rating (1–5)** |  |

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| --- |
| **Rating Scale Legend (1–5):**  **1 – Unsatisfactory:** Performance does not meet expectations; significant improvement needed.  **2 – Needs Improvement:** Below expectations in key areas; some improvement required.  **3 – Meets Expectations:** Satisfactorily meets job requirements and objectives.  **4 – Exceeds Expectations:** Often exceeds job requirements; performance frequently goes beyond expectations.  **5 – Outstanding:** Far exceeds all expectations; consistently exceptional performance. |

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**Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_