

Performance Review Template

Synergy HR Solutions – Simple, scalable tools for employee growth and feedback. This performance review template is designed for startups and SMBs that need a lightweight, practical way to evaluate employee performance, encourage feedback, and set growth goals. It balances structure with flexibility, making it easy to adapt as your business scales.

Employee Information

Employee Name:	Job Title:
Dept:	Date:
Reviewer:	

Core Competencies

Job Knowledge & Technical Skills:

Quality of Work:

Productivity & Initiative:

Communication & Collaboration:

Problem-Solving & Innovation:

Culture & Values Alignment

Alignment with Company Mission & Values:



Contribution to Team Culture:

Adaptability to Change & Growth:

Goal Setting & Development

Review of Prior Goals and Progress:

New Goals for Next 6–12 Months:

Development Opportunities (training, mentoring, cross-training):

Feedback & Comments

Employee Self-Assessment:

Manager Comments:

Employee Comments:

Agreed Action Plan:



Overall Rating

Exceeds Expectations

Meets Expectations

Needs Improvement

This template is a starting point for structured reviews. Synergy HR Solutions helps startups design performance management systems that drive engagement, retain top talent, and align employee growth with company goals.