

Employee Performance Progress Report Template

This **employee performance progress report template** provides a structured format to track and evaluate staff achievements and development over time. It helps managers identify strengths, address weaknesses, and set actionable goals for continuous improvement. Utilizing this template streamlines performance reviews and fosters transparent communication.

Employee Information

Employee Name	Position/Title	
Department	Manager/Supervisor	
Report Period	Date	

Key Achievements

List notable achievements, completed goals, and contributions during this review period.

Performance Assessment

Competency/Objective	Rating (1-5)	Comments/Evidence
Quality of Work		
Productivity		
Communication		
Teamwork/Collaboration		
Initiative		

Strengths

Identify the employee's strengths and positive contributions.

Areas for Improvement

Highlight any areas where improvement is needed.

Action Plan & Goals

Set specific, measurable goals and proposed actions for the next review period.

Manager's Comments/Recommendations

Add any final remarks or recommendations for development.

Employee Comments

Provide space for employee feedback or response to the assessment.

Manager/Supervisor Signature: _____

Employee Signature: _____

(Signatures acknowledge discussion but don't imply agreement with the report's findings.)