| **Basic Performance Review** |
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Full Name: Role:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |

Date:

|  |
| --- |

**Quickly Review Questions:**

| Work Quality |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

| Team Contribution |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

| Growth Potential |
| --- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

| **Strengths** |  |  |
| --- | --- | --- |

| **Improvement Needed** |  |  |
| --- | --- | --- |

| **Manager’s Comment** |
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