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

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Date:

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**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 |
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|  1 |  2 |  3 |  4 |  5 |

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

| **Improvement Needed** |  |  |
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|  **Manager’s Comment** |
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