

PERFORMANCE REVIEW FORM (WITH GOALS & KPIS)

For roles with defined goals/KPIs and target achievement | Version 1.0 | Policy Owner: Human Resources Department

[COMPANY NAME]

This form supports the Company's periodic performance evaluation of employees against pre-agreed goals/KPIs as well as core competencies, consistent with Rule 63 of the Labour Rules, 2075, which requires the employer to evaluate employee performance against defined criteria and to provide the evaluation form to the employee concerned. It should be completed by the employee's Reporting Manager, discussed with the employee, and signed by both parties.

1. Employee Details

Employee Name	[•]	Employee ID	[•]
Designation	[•]	Department	[•]
Reporting Manager	[•]	Date of Joining	[•]
Review Period	[DD Month YYYY] to [DD Month YYYY]	Review Type	[Probation / Annual / Half-Yearly]

2. Rating Scale

Score	Rating	Description
5	Outstanding	Consistently and substantially exceeds expectations; role-model performance.
4	Exceeds Expectations	Frequently performs above the requirements of the role.
3	Meets Expectations	Consistently meets the requirements of the role.
2	Needs Improvement	Occasionally falls short of the requirements of the role; improvement needed.
1	Unsatisfactory	Consistently falls short of the requirements of the role.

3. Goal / KPI Achievement Review

List the goals/KPIs agreed with the employee at the start of the review period (e.g., in a goal-setting form or work plan) and assess actual achievement against each.

Goal / KPI	Weight (%)	Target	Actual Achievement	Score (1–5)	Comments
Goal 1: [•]	[•]	[•]	[•]	[•]	[•]
Goal 2: [•]	[•]	[•]	[•]	[•]	[•]
Goal 3: [•]	[•]	[•]	[•]	[•]	[•]
Goal 4: [•]	[•]	[•]	[•]	[•]	[•]
Total	100%			[•]	

4. Competency Assessment

Competency	Rating (1–5)	Comments / Examples
Job Knowledge & Technical Skills	[•]	[•]
Quality of Work	[•]	[•]
Communication Skills	[•]	[•]
Teamwork & Collaboration	[•]	[•]
Problem-Solving & Initiative	[•]	[•]
Attendance & Punctuality	[•]	[•]
Adherence to Company Policies & Code of Conduct	[•]	[•]

5. Key Strengths

[Summarize the employee's key strengths during this review period, with specific examples.]

6. Areas for Development

[Summarize specific, actionable areas where the employee can improve, with suggested actions.]

7. Training and Development Recommendations

[List any training, mentoring, or development support recommended for the employee.]

8. Overall Performance Rating

Component	Weight	Score
Goal / KPI Achievement (Section 3)	[e.g., 60%]	[•]
Competency Assessment (Section 4)	[e.g., 40%]	[•]
Overall Weighted Rating	100%	[•]

Overall Comments / Justification: [•]

9. Goals for Next Review Period

Goal / KPI	Target	Weight (%)	Timeline
[•]	[•]	[•]	[•]
[•]	[•]	[•]	[•]
[•]	[•]	[•]	[•]

10. Employee Self-Comments

[Space for the employee to record their own comments on this review, including any points of disagreement.]

11. Acknowledgment and Sign-Off

Signing below confirms that this review has been discussed between the Reporting Manager and the Employee. It does not necessarily indicate the Employee's agreement with every rating — any disagreement should be recorded in Section 10 or through the Company's grievance procedure under the HR Policy.

Employee Signature

Name: [•]

Date: [•]

Reporting Manager Signature

Name: [•]

Date: [•]

HR / Reviewing Authority Signature

Name: [•] Date: [•]

Disclaimer: *This is a generic template made available by RigoHR for general reference. Employers should adapt the goals, competencies, weightings, and rating scale to their own performance framework and have this form reviewed by qualified HR/legal counsel before use.*