

PERFORMANCE REVIEW FORM (COMPETENCY-BASED)

For roles without formal goal/KPI targets | Version 1.0 | Policy Owner: Human Resources Department

[COMPANY NAME]

This form supports the Company's periodic performance evaluation of employees, 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. Competency Assessment

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

Competency	Rating (1–5)	Comments / Examples
Leadership / Supervisory Skills (if applicable)	[•]	[•]

4. Key Strengths

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

5. Areas for Development

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

6. Training and Development Recommendations

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

7. Overall Performance Rating

Overall Rating (1–5)	[•]	Overall Comments / Justification: [•]
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8. Employee Self-Comments

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

9. 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 8 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 competencies and rating scale to their own performance framework and have this form reviewed by qualified HR/legal counsel before use.