\* This is just a sample review document \*

# **Employee Information**

Employee Name: Jane Wayne

Job Title: Software Engineer

Supervisor/Reviewer: John Doe

Review Period: 2022/Q1

## **Accomplishments Reflection**

Communicates effectively with coworkers, supervisors, business partners, and customers.

Acknowledges errors and mistakes and informs others when unable to keep a commitment.

Maintains an excellent attendance record and does not violate the standard attendance policy.

Strives to continuously improve profits, productivity, and performance targets.

Promotes collaboration effectively to ensure that colleagues work cooperatively to meet deadlines.

Should make an effort to develop and maintain professional relationships.

Demonstrates the ability to solve complex problems independently.

## **Long term Goals**

Promotion and team organization.
State here more details about each goal.

## **Mid Term Plans**

Training and start with new responsibilities.

### **Acknowledged By:**

Employee/Reviewee Reviewer