Ashford Business Services Ltd

Performance Review Form

Running fair, documented reviews: achievements, goals, development needs, and ratings, with space for the employee view.

Review period and role

Field	Entry
Employee	**Sarah Mitchell**
Role	**Office Manager**
Department	**Operations**
Manager	**James Patel**
Review period	**November 2026** to **November 2026**
Meeting date	**9 November 2026**
Goals from last review attached?	

Achievements against goals

Goal set last period	Result	Evidence
Example: Reduce supplier invoice errors	Errors down from 9 to 2 per month	Finance error log, March–May
Example: Train two new starters	Both completed induction by week two	Training records

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Strengths and development areas

Field	Entry
Strength 1, with a specific example	
Strength 2, with a specific example	
Development area 1, with its impact	
Development area 2, with its impact	
Support to be offered	

Goals for next period

Goal	How success is measured	Due
Example: Own the monthly stock count end to end	Count completed by the 3rd working day, variances under 2%	Dec 2026
Example: Complete data-protection refresher	Certificate filed	Sep 2026

Employee comments and signatures

Field	Entry
Employee comments	
Do you agree with this review?	
Support or training wanted next period	
Working conditions note	

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Field	Entry
Employee signature and date	
Manager signature and date	
HR signature and date	

Completion checklist

✓	Check
	Every goal from last period is judged with evidence, not memory.
	Next period's goals are measurable and agreed with the employee.
	The employee has a signed copy and the original is filed.

Document	Performance Review Form
Prepared by	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
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Date	**9 November 2026**
Review date	**9 November 2026**