|  |
| --- |
| Quarterly Performance Review |
| Co-worker | Position | Seniority date | Co-worker’s satisfaction | Résultat de recherche d'images pour "smiley green red"Résultat de recherche d'images pour "smiley green red"Résultat de recherche d'images pour "smiley green red" |
| *F*irst Name / Last Name |  |  |

# Results compared with the objectives set

|  |  |  |
| --- | --- | --- |
| Objectives and expected results | Level reached | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

# Highlights

|  |
| --- |
| Factual summary |
| Achievement | Difficulties encountered | Progress made |
|  |  |  |

# Next objectives

|  |  |
| --- | --- |
| Description | Expected results |
|  |  |
|  |  |
|  |  |

# Action plan

|  |  |
| --- | --- |
| Actions | What, when, for who,.. ? |
| Realisation of new activities | *Example : …* |
| Change of position |  |
| Trainings |  |
| Other |  |

# Conclusions

|  |  |
| --- | --- |
| Manager’s comment | Co-worker’s comment |
| Date / Signature | Date / Signature |