

Competency- based review template



Key job competencies

- Listing of the essential competencies required for the job role

Competency ratings

- Assessment of how well the employee demonstrates each competency (using a pre-defined scale, for example, 1-5)
- Specific examples or evidence to support each rating

Overall competency rating

- Average rating across all competencies
- Summary of key strengths and areas for development

Reviewer's comments

- Feedback on the employee's overall competence and job performance
- Recommendations for further development or training, if necessary

Future development goals

- Identification of competencies to focus on for growth and development in the upcoming period
- Outline of learning and development activities to improve or enhance these competencies



Employee comments

- Employee's response to the feedback received
- Any additional comments or inputs

