

Performance Review Template

OKR-linked · Quarterly or annual · 360 feedback + delivery score

OKRs Tool
okrstool.com

EMPLOYEE NAME

MANAGER

ROLE / DEPARTMENT

REVIEW PERIOD

01 OKR DELIVERY SCORE

Score each Key Result 0.0–1.0. Circle the overall delivery rating below.

KEY RESULT

SCORE (0.0 – 1.0)

OVERALL OKR DELIVERY RATING

0.0-0.4 Miss	0.5-0.6 Partial	0.7-0.8 Strong	0.9-1.0 Full	N/A —
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02 360 COMPETENCY RATINGS (1 = Needs improvement · 5 = Exceptional)

Rate each competency from three sources: Self / Manager / Peers

	Self	Manager	Peers
Execution and delivery			
Communication			
Collaboration and teamwork			
Problem solving			
Leadership and initiative			
Growth mindset			

03 AI THEME TAGS

In OKRs Tool, AI synthesizes themes automatically. Use this section to record them manually.

STRENGTHS

Consistent delivery · Strong collaboration · Clear communication

GROWTH AREAS

Scope management · Proactive escalation · Initiative follow-through

04 DEVELOPMENT COMMITMENTS

One specific, measurable commitment per growth area for the next cycle.

GROWTH AREA

COMMITMENT + DUE DATE

05 REVIEW HISTORY

Three cycles of data reveals a trend. A single review is a snapshot.

06 NEXT CYCLE FOCUS

What should this person focus on achieving in the next cycle?
