TEMPLATE 11

Performance Review: Exceeds Expectations

PURPOSE: *Write a performance review for a top performer that documents the impact of their work, names their strengths with evidence, and points them toward the next level.*

Employee: *Enter name*	**Review period:** *e.g., Jan–Jun 2026*	**Manager:** *Enter name*	**Overall rating:** *Exceeds Expectations*

SUMMARY

"*[Name]* has delivered exceptional results this period and demonstrated growth in *[key areas]*. Their work has had significant impact on *[team/company outcomes]*."

KEY ACCOMPLISHMENTS

Major achievement	Impact	Why this matters

STRENGTHS DEMONSTRATED

Strength	Specific examples

AREAS FOR CONTINUED GROWTH

Development area	Why this matters for the next level

GOALS FOR NEXT PERIOD

Goal	Why this matters

CAREER DEVELOPMENT

Based on this performance, here's how I see your growth	*Trajectory, opportunities, next steps*

CLOSING THOUGHTS

Personal note	*About their contributions and potential, in your own voice*

Pro Tip: Even at this high performance level, growth opportunities exist. A review with no development areas tells your best person you have stopped thinking about their future.