

**PROMPT WO-031**

Write a Professional Performance Review

Purpose

Use this prompt to create a balanced, professional employee performance review. It helps managers provide constructive feedback, recognise achievements, identify development opportunities, and agree clear goals for future performance.

DIFFICULTY **Intermediate****TIME SAVED** **30–45 min****BEST FOR****HR & People Mgmt**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Human Resources Manager.

Write a professional employee performance review using the information below.

Employee Name:

[Insert employee name]

Job Title:

[Insert job title]

Review Period:

[Insert review period]

Reviewer:

[Insert manager's name]

Key Responsibilities:

[List main responsibilities]



Achievements:

[List achievements]

Strengths:

[List strengths]

Areas for Improvement:

[List development areas]

Training or Support Required:

[List training needs]

Goals for Next Review Period:

[List SMART goals]

Overall Performance Rating:

[Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement]

Tone:

Professional, constructive, balanced and encouraging.

Please:

- Write a professional performance review.
- Recognise achievements with specific examples.
- Provide constructive feedback.
- Identify development opportunities.
- Include agreed goals for the next review period.
- Finish with an encouraging summary.
- Use respectful, supportive business language throughout.

Return only the completed performance review.



Example

INPUT

Employee: Sarah Williams

Role: Customer Service Advisor

Review Period: January–June

Achievements:

- Customer satisfaction score of 97%.



- Trained two new starters.
- Reduced complaint resolution time by 20%.

Strengths:

- Communication
- Teamwork
- Reliability

Areas for Improvement:

- Presentation skills
- Delegation

EXPECTED OUTPUT

Performance Review

Employee Information

Employee: Sarah Williams

Position: Customer Service Advisor

Review Period: January–June

Reviewer: Customer Service Manager

Overall Performance

Sarah has consistently demonstrated a high level of professionalism throughout the review period and has made a valuable contribution to the team.

Key Achievements

- Achieved a customer satisfaction score of 97%.
- Successfully supported the onboarding of two new team members.
- Reduced complaint resolution times by 20% through improved case management.

Strengths

- Excellent communication skills.
- Reliable and dependable.
- Positive team player.
- Strong customer focus.

Development Opportunities

Sarah would benefit from additional opportunities to develop presentation and public speaking skills. Building confidence in delivering team updates will support her future career progression.

Goals for the Next Review Period — see table below



GOAL	TARGET DATE	SUCCESS MEASURE
Deliver a team presentation	30 September	Presentation completed
Complete presentation skills training	31 August	Course completed
Maintain customer satisfaction above 95%	Ongoing	KPI achieved

OVERALL RATING

Meets Expectations

SUMMARY

Sarah continues to perform to a high standard and makes a positive contribution to the team. By focusing on presentation skills and continuing to build on her existing strengths, she is well positioned for future development opportunities.

 **Builder's Tip:** *Effective performance reviews should never contain surprises. Regular feedback throughout the year makes formal reviews more meaningful, balanced, and productive.*

 Related Prompts

- WO-032 – Write Constructive Employee Feedback
- WO-033 – Create a Personal Development Plan
- WO-034 – Write an Employee Recognition Message
- WO-035 – Conduct a One-to-One Meeting

 TagsPERFORMANCE
REVIEW

HR

EMPLOYEE
DEV

MANAGEMENT

LEADERSHIP