

## Quarterly Performance Review Template

Employee Name:  
 Position:  
 Review Period:  
 Reviewer Name:

### 1. Recruitment Metrics (Quantitative Analysis)

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>Revenue Closed:</b>				
Target:				
Actual				
<b>Number of positions filled:</b>				
Target:				
Actual:				
<b>Interviews Booked:</b>				
Target:				
Actual:				

### 2. Recruitment Process & Strategy

Sourcing Strategies:				
Effectiveness:				
Innovations/Improvements:				
Candidate Experience (NPS):				
Feedback Summary:				
Improvement Areas:				

### 3. Collaboration and Teamwork

Team Interaction:				
Feedback from Hiring Managers:				
Contribution to Team Goals:				
Stakeholder Engagement:				
Feedback from Stakeholders:				
Overall Employee Engagement Level:				

**4. Professional Development and Learning**

Skills Acquired:				
Relevance to Role:				
Training Undertaken:				
Impact on Performance:				

**5. Goals for Next Review Period**

Recruitment Targets:				
Professional Development Goals:				
Strategic Initiatives:				
Resources required to achieve your following quarter goals:				

Personals targets:				
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**6. Overall Recruiters Performance Rating**

Rating:				
Justification:				

**7. Reviewer and Employee Comments**

Reviewer's Comments:				
Employee's Feedback:				