



## PERFORMANCE REVIEW: FEEDBACK FORM

Co-Reviewer: _____	Reviewee: _____
Position Title: _____	Department/Project: _____
Reviewer: _____	Performance Period: _____

Instruction: As co-reviewer, a request is sent to you to give all your inputs regarding the performance of employee concerned to complete the performance review. Provided below is the STAR Feedback, for a more holistic and consistent review.

Please be reminded to only include significant accomplishments and incidents during his/her performance period.

PART I: RESULTS	
<b>Situation</b> <i>Describe the circumstance or the environment where you observed the behavior of the recipient.</i>	
<b>Task</b> <i>Describe what activity is expected to accomplish by the recipient.</i>	
<b>Action</b> <i>Describe the actual action taken by the recipient.</i>	
<b>Result</b> <i>Describe the outcome of the action versus the expected result.</i>	

**PART II: VALUES**

<p><b>Situation</b> <i>Describe the circumstance or the environment where you observed the behavior of the recipient.</i></p>	
<p><b>Task</b> <i>Describe what activity is expected to accomplish by the recipient.</i></p>	
<p><b>Action</b> <i>Describe the actual action taken by the recipient.</i></p>	
<p><b>Result</b> <i>Describe the outcome of the action versus the expected result.</i></p>	

\_\_\_\_\_  
Co-Reviewer's Name / Signature / Date

\_\_\_\_\_  
Reviewer's Name / Signature / Date

*Please send your evaluation to the Mother Unit of employee concerned. Thank you!*