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Performance Review Template

What is Performance Review Template?

A Performance Review Template is a structured tool used by organizations to evaluate and provide feedback on employee performance, aligning individual contributions with business objectives and strategic frameworks, such as TOGAF (The Open Group Architecture Framework). In the context of an Enterprise Solution Architect or Architecture Project Manager, this template typically incorporates best practices that ensure assessments are comprehensive, consistent, and aligned with both organizational goals and architectural standards. It may include criteria for evaluating competencies, project outcomes, alignment with architectural principles, and contributions to the organization's overarching architecture vision. By utilizing a well-defined Performance Review Template, organizations can foster a culture of continuous improvement, ensuring that employee performance is measured against both qualitative and quantitative benchmarks that align with the enterprise's architectural framework.

template

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AI Prompt: Performance Review Template

Imagine a seasoned [enterprise architect] striving to enhance team performance through effective assessments. Your task is to create a [comprehensive performance review template] that not only measures individual contributions but also aligns with [TOGAF principles]. Consider examples from leading organizations that successfully integrate such templates into their [application lifecycle management processes]. Feel free to adjust the tone and complexity based on the audience, whether they are [HR professionals, team leaders, or executives]. The output should be a detailed, structured template that includes sections for [goals, accomplishments, areas for improvement, and future development plans], while also incorporating best practices for a constructive review conversation. Bonus points if you can add tips for [facilitating meaningful feedback] and fostering a [culture of continuous improvement].

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Performance Review Template for Enterprise Architecture

Employee Information

- **Employee Name:**
- **Position:**
- **Department:**
- **Review Period:**
- **Reviewer Name:**

Objectives and Goals

1. Key Objectives

- **Objective 1:**
 - Status: [] Achieved [] Partially Achieved [] Not Achieved
 - Comments:

- **Objective 2:**

- Status: Achieved Partially Achieved Not Achieved
- Comments:

- **Objective 3:**

- Status: Achieved Partially Achieved Not Achieved
- Comments:

2. Additional Goals

- **Goal 1:**

- Status: Achieved Partially Achieved Not Achieved
- Comments:

- **Goal 2:**

- Status: Achieved Partially Achieved Not Achieved
- Comments:

Performance Assessment

1. Technical Skills

2. Project Contributions

3. Communication and Collaboration

Professional Development

1. Training and Certifications

2. Future Development Goals

Overall Performance Rating

- **Rating:**

- Exceeds Expectations
- Meets Expectations

◦ [] Needs Improvement

Comments on Overall Performance:

Employee Comments

Signatures

- Employee Signature: _____ Date: _____
- Reviewer Signature: _____ Date: _____



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