PEAK PEOPLE

GROW WITH CLARITY

Performance Review

A structured performance review documenting goals, outcomes, competencies, feedback, development priorities, and agreed next steps.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026

Document contents

Review context

Record review period, role, reviewers, prior goals, role changes, relevant leave, and the rating framework.

Document control	Detail
Owner	Mara Klein
Reference	NS-027-2026
Effective date	4 August 2026
Status	Ready for review

Goals and outcomes

Assess each agreed goal using evidence, result, impact, context, rating, and lessons rather than activity alone. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Competencies and behaviors

Evaluate role-specific capabilities and observable behaviors consistently against defined expectations.

Outcome	Evidence	Conversation	Next checkpoint
Competencies and behaviors	Observable example	Shared understanding	Confirm owner and date
Development	Agreed support	Feedback recorded	Review progress

Feedback and reflection

Capture balanced manager and employee perspectives, strengths, obstacles, contribution, and support needed. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Development plan

Agree capability goals, practical actions, coaching, learning, stretch work, owner, timing, and success evidence. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Next-period goals

Set specific outcomes, measures, dependencies, priority, target date, and review cadence for the next period. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

> **Review notice:** Review and adapt this template with qualified professional advice before relying on it.

Name *

Title or role *

Signature *

Date *