

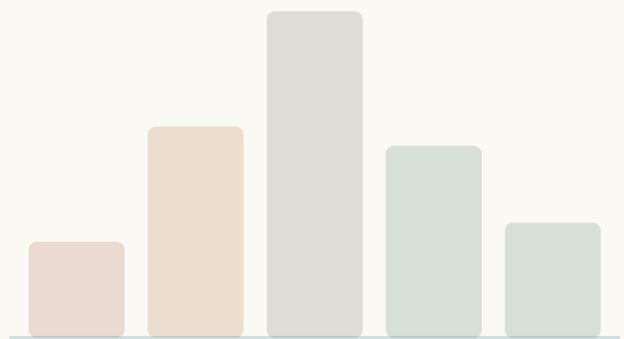


AN ARDENT WORKSHOP PRODUCT

# Free Review Starter Form

A weighted 1–5 review for one person — free from Ardent Workshop.

[Start here](#)



# Your free performance review starter

A fair performance review is consistent, weighted, and calibrated. This free starter gives you the first two for one person: you rate them 1 to 5 on eight weighted criteria and it computes the weighted overall score and rating band for you — the same scoring engine as the full workbook.

<b>Unsatisfactory</b> 1.00 – 1.49	<b>Needs Improvement</b> 1.50 – 2.49	<b>Meets Expectations</b> 2.50 – 3.49	<b>Exceeds Expectations</b> 3.50 – 4.49	<b>Outstanding</b> 4.50 – 5.00
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## How to use the starter form

- 1 Open Performance-Review-Starter-Sheet.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 Adjust the weights if you like (they should total 100%), then rate the person 1–5 on each criterion.
- 3 The weighted overall score and the rating band fill in automatically.
- 4 Meets Expectations is a good rating — reserve the top bands for performance that repeatedly clears the bar.

### READY FOR THE WHOLE TEAM?

This starter scores one person. The full Performance-Review & Calibration Workbook puts every person on one tab, then adds a calibration dashboard — the rating distribution across your team, a rating-inflation read, and a by-manager view to spot a lenient or a strict rater — plus a native Google Sheets copy and four guides, in one owned 7-tab file. [Get the full Performance-Review & Calibration Workbook >](#)

Free starter from Ardent Workshop. The example ratings are illustrative. A structured tool to help you rate consistently — not HR, legal, or professional advice, and not a substitute for your own judgment or your organization's policy. A score is one input to a human conversation, never a verdict.