

# Review

Reviews can be harsh yet helpful in most ways, given this is one way of determining how someone perceives a certain object, action, or individual. Just like feedback or an opinion, reviews are important in fields of science, business, entertainment, and even for personal development.

**ARTICLE REVIEW**  
Haskins Creative Magazines  
785 Conference Center Way, Scranton, Pennsylvania 18509  
haskinscreativemag@haskins.com | 212 585 1775

**SUBJECT INFORMATION**

Project Name: Kim Baker      Publication: The New Times  
Article Title: The Fall of Bradley Bright      Date posted: 09/02/2061

**REVIEW DETAILS**

Reviewer Name: Mary Wagner      Start Date: 10/16/2061  
Reviewer Title: Magazine Editor      End Date: 10/16/2061

Purpose of Review: To summarize the contents of Kim Baker's article in regards to Bradley Bright's achievements, downfall, and the arguments that ensue following the post.

**ASSESSMENT**

CRITERIA	UNACCEPTABLE	NEUTRAL	SATISFACTORY	EXCELLENT
Comprehensiveness		✓		
Organization		✓		
Relevance		✓		
Narrative				✓
Sources		✓		

Comments: The writer failed to cite her sources. Furthermore, the narrative in her articles contains language which made the story more untrustworthy.

Subject Signature \_\_\_\_\_ Reviewer Signature \_\_\_\_\_

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## Review

## Review Definition & Meaning

A review is a significant assessment of a particular subject or individual.

This would mean the possibility of instituting change if deemed necessary.

## What Is a Review?

A review is the ability to provide evaluation or judgment of the quality of a certain subject matter or a simple performance or task. This is common when assessing an article or report, such as a periodical, a book, play, recital, or anything of the like. Reviews are also accounted for in the assessment of a product or service.

# 10 Types of Reviews

## Website Review

Businesses with websites are often trusted by most of their buyers, but their websites must be able to meet customer expectations. A [website review](#) offers website owners insights and opinions on how well their websites are performing. A review of this kind is performed by a professional IT personnel or a buyer.

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**Weller Web Development**  
Weller Web Development  
4840 Willow Greene Drive, Montgomery, Alabama 36109  
wellerwebdevt@email.com | 222 555 7777

SUBJECT INFORMATION

Website Name: Adventurous Rouge

Domain Name: adventurousrouge.net

Content: Travel and Vacation Ideas

Owner: Margaret and Thomas Russel

REVIEW DETAILS

Reviewer Name: Whitney Norman

Start Date: 01/02/2051

Reviewer Title: Travel Blogger

End Date: 01/04/2051




**Purpose of Review:** Get an idea of how to create a successful adventure and travel blog and provide insights into the website's design, functionality, and content

ASSESSMENT

CRITERIA	CONFUSING	NEEDS IMPROVEMENT	GOOD	EXCELLENT
Website Design				
Functionality			✓	
Engagement				✓
Content		✓		
Objectivity			✓	

**Comments:** Since it is a blog website, the writer still needs to provide clear content that will hook their audience. What made it very engaging is the fact that their travel photos are taken very professionally.

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# Probation Review

Employees who are new to the company and are on probationary period are subjected to a [probation review](#). This is the process in which the manager assesses an employee's performance. This type of review, in most cases, are done one-on-one where aside from the assessment, questions are also asked.

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Probation Review

Pearl Architectural Design

3346 Myra Street, Providence, Rhode Island 02903  
pearlarchitecturaldesign@email.com | 222 555 7777




SUBJECT INFORMATION	
Employee Name: Matthew Hunt	Employee ID: 02358714
Job Position: Content Editor	Team: Bravo Team

REVIEW DETAILS	
Reviewer Name: Saul Marden	Start Date: 08/08/2054
Reviewer Title: HR Director	End Date: 08/12/2054

**Purpose of Review:** To assess Mr. Hunt's overall performance for the last 6 months and whether he is eligible for regularization

ASSESSMENT				
CRITERIA	VERY POOR	NEEDS IMPROVEMENT	GOOD	EXCELLENT
Attendance		✓		
Initiative			✓	
Cooperation				✓
Productivity		✓		
Work Quality				✓

**Comments:** While Mr. Hunt provides excellent work quality, he needs to improve his attendance rate. We will place him on a performance improvement period for a month and schedule another review



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# Product Review

A [product review](#) is a popular form of assessment where buyers or a set of respondents are tasked to write down their evaluation and personal opinion regarding the product. Companies who create and produce products highly consider this kind of evaluation to them improve or establish changes whenever there is a need to.

**Product Review**

**Century Food Stalls**  
3275 Duncan Avenue, New York, New York 10013  
centuryfoodfactory@email.com | 222 555 7777

**SUBJECT INFORMATION**

Product Name: Mama Rita's Supplement Drink      Product ID: 02458913  
Manufacturer: Contreras Foods      Launch Date: 06/01/2052

**REVIEW DETAILS**

Reviewer Name: Jacob Schumann      Start Date: 07/02/2053  
Reviewer Title: Health Practitioner      End Date: 07/04/2053

**Purpose of Review:** To give insights on the product's health benefits, the effectiveness of its ingredients, and to assess its popularity in the market

ASSESSMENT				
CRITERIA	VERY POOR	NEUTRAL	GOOD	EXCELLENT
Product Quality				✓
Packaging			✓	
Safety Labels				✓
Product Information				✓
Product Guarantee				✓

**Comments:** Mama Rita's Supplement Drink gets an almost perfect 5 excellent quality and user benefits. They only have to work on making the packaging look better to customers.

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# Service Review

Products are not the only things that need a review as there are a lot of different kinds of service-oriented companies out there. To determine how well the company is doing in terms of the service being provided to customers, a [service review](#) is conducted. This way, a company may establish ways to continuously improve the services they are offering to stay on top of its game.

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Service Review

Gallenkamp International

356 Brownston Road, Tunica, Mississippi 38676  
gallenkampintl@email.com | 222 555 7777

SUBJECT INFORMATION

Business Category: Cargo Delivery

Business Owner: Penny Fogel

Establishment Date: 09/22/2055

Business Rating: 4.5

REVIEW DETAILS

Reviewer Name: Charles Bernard

Start Date: 10/4/2076

Reviewer Title: Operations Manager

End Date: 10/6/2076

Purpose of Review: To assess the current state of the company's delivery services, identify what services can be improved and whether to add more offers

ASSESSMENT

CRITERIA	VERY POOR	NEEDS IMPROVEMENT	GOOD	EXCELLENT
Delivery Efficiency		✓		
Customer Satisfaction		✓		
Product Safety			✓	
Sustainability				✓
Charges			✓	

Comments: Due to delays, customers are complaining about the inefficiency of the company's services, thus directly affecting the satisfaction rate. The company may opt to try traditional delivery again

Subject Signature

Reviewer Signature

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# Customer Review

Reviews are highly considered in customer service, which is why companies often entertain such a notion. Information taken from a [customer review](#) measures how well a specific company deals with customer-related issues and problems. After careful evaluation, a call of action is initiated.

**Customer Review**

**Mach Velocity**  
3735 Nancy Street, Angier, North Carolina 27501  
machvelocity@email.com | 222 555 7777

**SUBJECT INFORMATION**

Business Name: Hoyden Auto Dealers      Location: Angier, North Carolina  
Line of Business: Automobile Dealership      Company Owner: Mr. Jack Gibson

**REVIEW DETAILS**

Reviewer Name: William Lloyd      Start Date: 03/06/2059  
Reviewer Title: Auto Seller      End Date: 03/08/2059

**Purpose of Review:** To assess the quality of Hoyden Auto Dealer's services, their affordability, and their commitment to provide their customer's satisfaction

**ASSESSMENT**

CRITERIA	NOT SATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED
Product Pricing			✓	
Customer support				✓
Speed of Service				✓
Delivery Time				✓
Market Knowledge				✓

**Comments:** Hoyden Auto Dealers proves themselves to be the master of auto dealerships here in the USA and across the world. However, they should avoid overpricing the some items

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# Business Review

A [business review](#) gives full insight into the overall performance, leadership, management, project budget, and strategies that a particular company is engaged in. This review is conducted to ensure the alignment of shared perspectives. With this, business executives can formulate strategies and processes, make sound decisions and perform better. Reviews of this kind are best initiated yearly.

**Business Review**

**Greyvoid Internationals**

696 Thrash Trail, Tyler, Texas 75710  
greyvoidinternationals@email.com | 222 555 7777

Business Review

**SUBJECT INFORMATION**

Business Type: IT and Digital Solutions Business ID: 02358961  
Owner: Engr. Roxanne Pierre Establishment Date: 06/11/2071

**REVIEW DETAILS**

Reviewer Name: Sonia Richards Start Date: 12/08/2077  
Reviewer Title: VP for Operations End Date: 12/10/2077

**Purpose of Review:** To assess the performance of the business in regards to operations, identify challenges, areas of improvement, and service efficiency

**ASSESSMENT**

CRITERIA	POOR	NEEDS IMPROVEMENT	ADEQUATE	EXCELLENT
STRATEGIC GOALS		✓		
CUSTOMER SERVICE			✓	
CLIENT ENGAGEMENT			✓	
EMPLOYEE MANAGEMENT	✓			
PRODUCT QUALITY		✓		

**Comments:** The company's biggest challenge is its poor employee management. It greatly affect the operation of the company in the long run, despite its good customer service.

Subject Signature Reviewer Signature

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# Annual Review

An [annual review](#) is an annual performance appraisal of an employee or a review of a system or process initiated by people in authority. The main purpose of this type of review is to gauge the conduct or efficiency of something or someone. Data collected are then analyzed to see if there is a need to improve or make all those necessary changes.

## ANNUAL REVIEW

[Chesser International Lumber]

[3403 Rosewood Lane, New York, New York, 10029  
chesserintlumber@email.com | 222 555 7777]

### SUBJECT INFORMATION

Employee Name : Jose Steele  
Employee ID : 0000002  
Job Position : Assistant Manager  
Branch : CIL Florida

REVIEW DETAILS	
Reviewer Name : Mary Gilland	Start Date : 02/09/2077
Reviewer Title : Operations Director	End Date : 02/11/2077



**Purpose of Review:** To assess the annual performance of all employees in regards to marketing, operations, production, workmanship, and attendance

ASSESSMENT				
Criteria	Poor	Needs Improvement	Satisfactory	Excellent
Attendance				✓
Initiative			✓	
Cooperation				✓
Productivity		✓		
Work Quality			✓	

**Comments:** Mr. Steele will be placed under a performance improvement period will also recommend for the administration to include him in leadership training

Subject Signature \_\_\_\_\_ Reviewer Signature \_\_\_\_\_

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# Literature Review

A [literature review](#) is a critical analysis of previously published works on a specific topic. This applies if a certain section of a dissertation, a book, or an academic research paper. It may be a simple summary or outline, an interpretation, or an evaluation of its resources.

## LITERATURE REVIEW

[MONROE UNIVERSITY]

[981 Duck Creek Road, Brisbane, California 940  
monroeuniversity@email.com | 222 555 7777]

**SUBJECT INFORMATION:**

**Author's Name:** Irene Burrows

**Article Name :** The Splendor of Asia

**Article ID :** 8524896

**Publisher :** Mikrotechnic University

REVIEW DETAILS

<b>Reviewer Name:</b> William Temple	<b>Start Date:</b> 01/03/2082
<b>Reviewer Title :</b> Literature Student	<b>End Date :</b> 01/05/2082

**Purpose of Review:** To summarize the contents of this acclaimed student journal and jot down important lines that have been subjected to arguments and debates

ASSESSMENT

CRITERIA	VERY POOR	POOR	VERY GOOD	EXCELLENT
Organization				✓
Grammar				✓
Relevance				✓
Sources/Reference				✓
Methodology				✓

**Comments:** Irene Burrows' Splendor of Asia remains to be one of the most informative educational articles that can be used as a reference by students in their own literary research

**Subject Signature**

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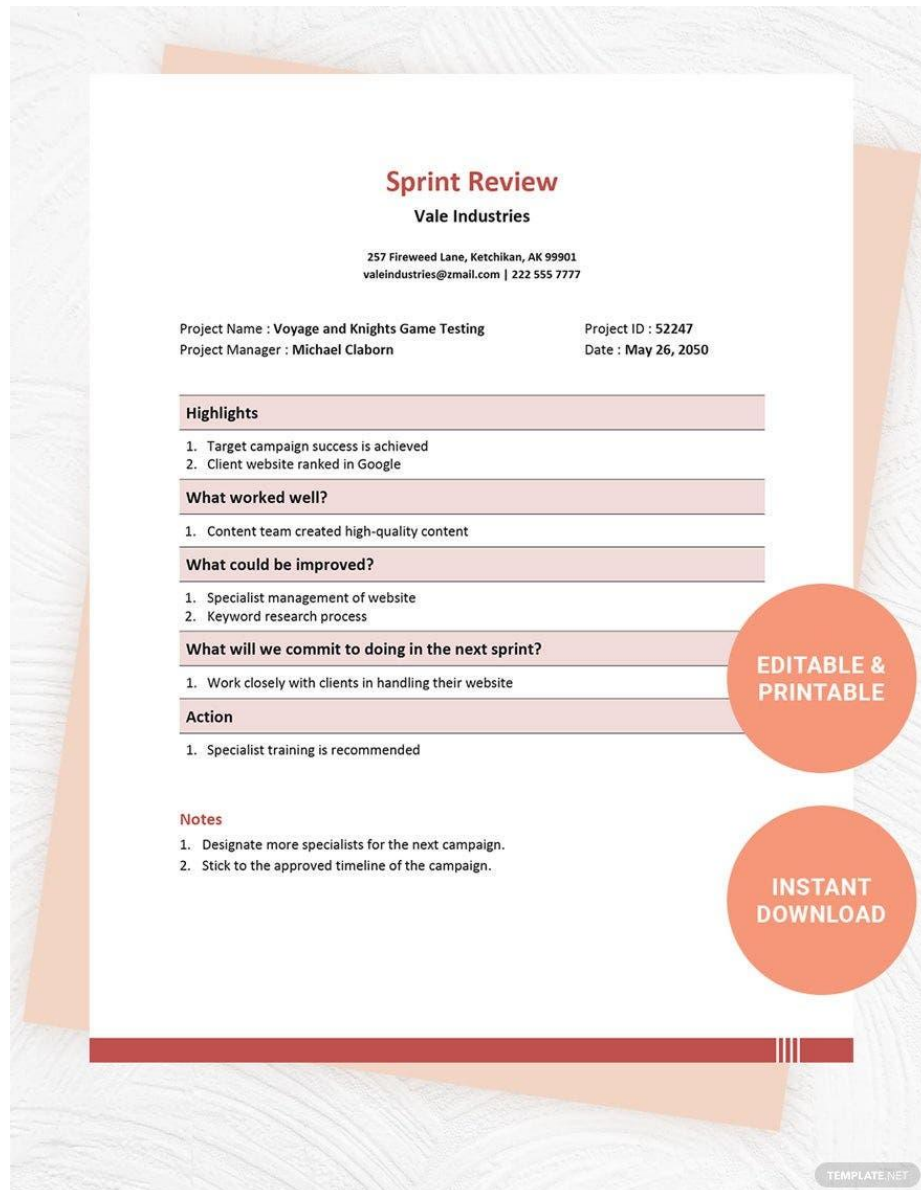
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# Sprint Review

Scrum is a software development that is designed to help people, teams, and organizations generate value through adaptive solutions for complex problems. With that said, a [sprint review](#) is initiated to review completed work and determine whether additional changes are needed. This is essential so that a product's latest features are evaluated which will pave way for future projects.



The image shows a 'Sprint Review' template for 'Vale Industries'. It includes project details like 'Project Name : Voyage and Knights Game Testing', 'Project ID : 52247', and 'Date : May 26, 2050'. The template is divided into sections: 'Highlights' (Target campaign success is achieved, Client website ranked in Google), 'What worked well?' (Content team created high-quality content), 'What could be improved?' (Specialist management of website, Keyword research process), 'What will we commit to doing in the next sprint?' (Work closely with clients in handling their website), 'Action' (Specialist training is recommended), and 'Notes' (Designate more specialists for the next campaign, Stick to the approved timeline of the campaign). Two orange circular callouts on the right say 'EDITABLE & PRINTABLE' and 'INSTANT DOWNLOAD'. A red bar with three white vertical lines is at the bottom. A 'TEMPLATE.NET' watermark is in the bottom right corner.

**Sprint Review**  
**Vale Industries**

257 Fireweed Lane, Ketchikan, AK 99901  
valeindustries@gmail.com | 222 555 7777

Project Name : Voyage and Knights Game Testing  
Project Manager : Michael Claborn

Project ID : 52247  
Date : May 26, 2050

**Highlights**

1. Target campaign success is achieved
2. Client website ranked in Google

**What worked well?**

1. Content team created high-quality content

**What could be improved?**

1. Specialist management of website
2. Keyword research process

**What will we commit to doing in the next sprint?**

1. Work closely with clients in handling their website

**Action**

1. Specialist training is recommended

**Notes**

1. Designate more specialists for the next campaign.
2. Stick to the approved timeline of the campaign.

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# Process Review

Following a certain process and procedure is what helps run a company. Whether in accounting, production, research, and development, designing a program, or managing a business, there must be a systematic process that creates structure. Therefore, a [process review](#) is essential because this will help determine if there are any problems or issues that need to be addressed.

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### Process Review

Channel Home Centers

1648 Joseph Street, Delavan, Wisconsin 53115  
channelhomecenters@email.com | 222 555 7777

#### SUBJECT INFORMATION

Business Type: Home Shopping	Business ID: 1098642
Owner: Mrs. Cecilia Davis	Establishment Date: 10/02/2074

#### REVIEW DETAILS

Reviewer Name: Clara Mathis	Start Date: 03/15/2080
Reviewer Title: Management Director	End Date: 03/17/2050

**Purpose of Review:** To identify any discrepancy in the business process, identify key improvement areas, and for the creation of annual business reports

#### ASSESSMENT

CRITERIA	Rating	POOR	NEEDS IMPROVEMENT	EXCELLENT
Management Execution	5.0			✓
Task Implementation	4.5			✓
Analytics	4.8		✓	
Business Development	4.0		✓	
Project Workflow	3.5		✓	

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**Comments:** The company continues to perform greatly with its organized process management. However, there's still room for improvement when it comes to developing workflows



## **Review Uses, Purposes, Importance**

A lot of companies often ask their users and clients for a review after a service has been performed or an item has been purchased. Reviews offer clarity and first-hand experience which is critical information to any company that strives to offer the best service and products in their respective markets. Nowadays public opinion like reviews is given high importance that can help institute change regarding a certain subject matter.

### **Insinuate Change**

There are two sides when it comes to a review, it's either the reader takes it seriously or disregards it. Yet reviews in most cases offer useful insights and information especially when one review is quite similar to another. That being said, a review can prompt change, depending on the significance it offers.

### **Credibility**

For businesses, being open to reviews prompts credibility. Posting reviews on their website helps customers with their buying decisions, as it is human nature to review something before engaging in it. Buyers want to make sure they get their time and money's worth before they proceed, thus reviews offer that option.

### **Improve Customer Service**

Customer service is essential to companies that deal directly with their clients. If a customer needs help, a company is often judged on the way they react and deals with the situation. Analyzing reviews will help improve customer service by quickly and efficiently resolving the issues that consumers faced, thereby creating a positive experience for the consumer and keeping your focus on their needs.

## **Identify Underlying Problems**

Reviews are also the basis to check if there are problems, issues, or controversies with a product, service, or process. It then allows an individual or company to address these concerns in their work and broaden the scope of research by contributing new ideas and insights. It also allows them to focus on the most important issues and avoid unnecessary duplication of effort.

## **New Idea or Project**

In some cases, new ideas and projects are inspired by reviews since some reviewers are keen to be more objective and comprehensive when leaving an assessment. Since reviews are based on personal experience, they must be taken to account no matter how negative these may be. This must be taken as constructive criticism, a means to inspire creativity and resourcefulness.

## **What's in a Review? Parts?**

### **Identification of the Reviewer**

Whether this is an informal or formal review, the reviewer's name must be included in the document. This adds credibility to the review which is essential to the reader.

### **Subject of Review**

Another important feature of a review is the subject or topic of discussion. It is important to identify what the review is initially all about. If the review is regarding a certain individual then it is essential to include their name and other relevant information.

### **Review Details**

Other details include is the date on which the review has been conducted. You can also opt to add the time and place in this document, although not a requirement in all reviews.

## **Assessment**

One of the main parts of this document is the assessment section where the reviewer creates a checklist, a table, or is written in an essay format. This portion is based on what the reviewer has seen, heard, felt, and read.

## **Recommendations**

Another essential part of a review document is the recommendations section where the reviewer may not or is required to give their recommendation, this would depend if the situation calls for it.

## **Conclusion**

For a more comprehensive review, the reviewer may add their conclusion at the end of the document. This is a summary of what they assessed and evaluated earlier.



# Review Anatomy

90 DAY REVIEW

[Little Folks Shop]

[2988 Henry Street, Wichita, Kansas 67202  
littlefolksshop@email.com | 322 555 7777]

Identification of the Reviewer

Subject Information

Employee Name : Eric Wortham  
Employee ID : 025687  
Employment Status: Probationary  
Job Position : Graphic Designer

Review Details

Reviewer Name : Oscar Jones  
Reviewer Title : Operations Manager  
Start Date : 05/10/2099  
End Date : 05/10/2099

Subject of Review

Purpose of Review: To assess Mr. Wortham's performance for the last three months and whether he could be regularized immediately

Assessment

CRITERIA	VERY POOR	POOR	GOOD	VERY GOOD
Attendance				✓
Initiative			✓	
Cooperation				✓
Productivity				✓
Work Quality				✓

Conclusion

Comments: Mr. Wortham is a very excellent worker and his work is very impressive. He only needs to improve his social skills so he can be more confident in dealing with both clients and workmates

Subject Signature

Review Signature

# How to Design a Review

1. Choose a [Review Size](#)
2. Decide on the purpose of the review document
3. Select a [Review Template](#)
4. Customize the template and add all the necessary details.
5. Add any graphics, logos, or tables.
6. Finalize and download.

# How to Design a Review?

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- 1 ) Choose a Review Size
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- 6 ) Finalize and download.

## Review Vs Feedback

A review is usually a formal assessment or evaluation which may follow a given structure.

Feedback, on the other hand, does not only consider the personal experience of the buyer but also takes into consideration the company or the individual who is responsible for these items or services.

# What's The Difference Between Review, Analysis, and Audit?

A review is to pass up judgment or assessment regarding a certain material, individual, or process.

An analysis is a more comprehensive examination of the elements or technical structure of a subject.

An audit is a formal and manual inspection of an organization or an individual's records, especially financial accounts.

## Review Sizes

A review document's size will depend on the length and its purpose. To help you determine the right dimensions, here are the different review sizes that you can choose to work on.

Review Sizes	
Types of Reviews	Size (in)
Letter Size	8.5 × 11
A4	8.3 × 11.7

# Review Ideas and Examples

Reviews are essential in so many different ways and are designed to aid individuals, companies, and even researchers. To help you prepare this document, we've got a list of [review ideas](#) and examples you can choose from.

- Review Ideas and Examples
- OKR Review Ideas and Examples
- Management Review Ideas and Examples
- Document Review Ideas and Examples
- Weekly Review Ideas and Examples
- Movie Review Ideas and Examples
- Quarterly Review Ideas and Examples
- Article Review Ideas and Examples
- Construction Review Ideas and Examples
- 90 Day Review Ideas and Examples
- Restaurant Review Ideas and Examples

## FAQs

### How do you write a good performance review?

A performance review should neither be too short nor too lengthy and it should be objective, unbiased, and relevant.

### How do you structure a work review?

You need to consider several aspects when conducting a job or work review such as the general performance, job responsibilities, setting goals, and year-to-year comparison of tenured employees.

## **What do you write in a monthly review?**

A monthly review or a review done every 30 days is written by taking note of several conditions such as long-term goals, habits, routine, reevaluation of milestones, and setting up guidelines.

## **What are the 3 elements of a book review?**

Whether you are about to review an adult book, student book, or a professional book, you need to take note of the following elements that are essential for a book review which is the book's outline, how it is written in a creative manner, and the level of interest.

## **Why You Need Customer Reviews?**

Customer reviews are essential in many ways especially if you need to improve a process, product, service, or self-evaluation.

## **What is an outline review paper?**

A review paper's outline is a summary of its content that features the most important aspects of the paper which will give it reader a rundown of what it is all about; you can make use of a blank outline template to get started.

## **How to Conduct Your Own Annual Review?**

To conduct your annual review you need to take note of the highlights of the year, self-reflection and do a little auditing you can even create a checklist to help you determine what you need to reflect on or a rating sheet to help grade yourself.

## **How to Execute a Customer Objectives Review?**

A customer objectives review is designed to keep an open line of communication with customers to openly discuss ongoing tasks and accomplishments.



## **How do you describe a sales performance review?**

The sales department annually conducts a sales performance review to discuss productivity, performance, goals, past projects, and career development.

## **What is an internal program review?**

This is the process of providing a comprehensive, mediative self-study that focuses on enhancing the quality of academic programs and student learning.