



# Performance Review Sheet

Review Period:

*Instructions: Ask the following to each of your employees during periodic performance reviews (Quarterly/ Bi-Annually/Annually). Use this to supplement what your company provides.*

Employee Name

Date:

**Self Evaluation:** Ask your employee to offer a self-evaluation of his/her performance, asking for evidence to support the analysis. Record notes here:

**Expectations Review:** Evaluate your employee's fulfillment of established team/individual employee expectations. Outline expectations and the employee's fulfillment of them here:

**Results Review:** Review the employee's results for all areas of employee measurement. Outline categories employees are evaluated on and how the employee performed in relation to each here:

**Goals Review:** Review the goals the employee set and the progress he/she has made. Record your notes here:

**Strengths & Weakness Analysis:** Review the employee's primary strengths and weaknesses (areas of opportunity) providing evidence to substantiate each claim. Outline each strength/weakness and notes here:

Strengths:

Weaknesses:

**Performance Rating:** Provide your employee with their performance rating (as determined by your company's policy)



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**Bonus/Salary Discussion:** Provide your employee with any salary or bonus information, if applicable (as determined by your company's policy)

**Establish New Goals:** Solicit new goals that your employee wants to achieve. Collaborate with your employee to focus on the proper areas where improvement is needed (DOPE traits) or where STAR traits can be taken to the next level to develop their personal brand. Ensure goals are SMART. Outline the goals here:

- 1.
- 2.
- 3.

**Career Development Plan:** Talk to your employee about future career aspirations and how you can help him/her reach the next step in his/her career development. (Address this topic while using the Career Blueprint" from Book One in the series)

Career Aspirations:

- 1.
- 2.
- 3.

**Two-way coaching:** Ask your employee: *"How am I doing as a manager?"* or *"How can I help you be more successful?"* Record your employee's answer here: