



PERFORMANCE REVIEW & DEVELOPMENT PLAN

(Supervisor Format)

NAME _____

POSITION TITLE _____

DEPARTMENT _____

DATE OF HIRE _____

REVIEW PERIOD: Probationary ____

Annual ____

Exit ____

PERFORMANCE REVIEW & DEVELOPMENT PLAN

Please answer the following questions for discussion with the employee being reviewed:

1. How have they added value to the organization during this past review period? Which performance expectations for this period do you feel have been accomplished? Which ones have not been accomplished; what were the reasons why? Briefly describe and indicate any difficulties or barriers that were encountered.
2. What have been their performance strengths? What would you like to improve in their performance? What additional competencies do you feel that they should acquire? What behaviors need to be acquired or changed?
3. How well have they performed as a team member? Have they exhibited good communication, cooperation, consideration and respect for other staff?
4. What could be changed to assist them in their performance? What could you change in your management approach to assist them in their performance?
5. What training or staff development do you feel that they would benefit from? (To be agreed to and planned with employee.)
6. What do you see as their future goals and action plan?
7. What constructive feedback have you obtained from internal and external customers, peers, subordinates, other supervisors and other relevant sources that might be of assistance to the employee?

THE REVIEW PROCESS

1. The employee will complete a similar form and answer the same questions 1 through 6.
2. You will both meet to mutually share and discuss your respective comments.
3. You will both reach agreement on future performance expectations, training requirements and any organizational changes that can improve both individual and organizational performance.
4. A review form that outlines what was agreed to is completed and signed by both yourself and the employee. Each retains a copy.