



PERFORMANCE REVIEW & DEVELOPMENT PLAN

(Employee Format)

NAME _____

POSITION TITLE _____

DEPARTMENT _____

DATE OF HIRE _____

REVIEW PERIOD: Probationary ____

Annual ____

Exit ____

PERFORMANCE REVIEW & DEVELOPMENT PLAN (Employee Format)

Please answer the following questions for discussion with your supervisor:

1. How have you 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 your performance strengths? What would you like to improve in your performance? What additional competencies do you feel that you should acquire? What behaviors need to be acquired or changed?
3. How well have you performed as a team member? Have you exhibited good communication, cooperation, consideration and respect for other staff?
4. What would you like to see changed to assist you in your performance? What would you like your supervisor to change in their management style to assist you in your performance?
5. What training or staff development do you feel that you would benefit from? (Discuss and agree to with supervisor.)
6. What do you see as your future performance expectations and action plan?

THE REVIEW PROCESS

1. Your supervisor will complete a similar form and answer the same questions.
2. You and your supervisor will 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 your supervisor. Each retains a copy.