

WHAT IS A PERFORMANCE REVIEW

A performance review is an in-depth two-way assessment that managers and employees use to gauge progress, strengths, and weaknesses to help improve the overall productivity of the employee and manager and to identify areas for development.

What should an effective performance review do?

To have an effective performance review process, the review should cover 4 key areas to help both employees and managers.

Recognize strong and weak areas of performance



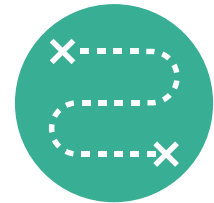
Set tangible priorities (or goals)



Attain better outcomes/solutions



Set up a path for progression in your career journey



When should performance reviews happen?

If you want to achieve all the goals you have set out for yourself in your career, it is imperative that you check in with your manager and review your performance on a **frequent and consistent basis**. The years of doing only annual reviews are behind us.

To stay ahead in the ever-changing world of work you operate in and reach the goals you have for your career, it's not enough to meet at the end of the year. You must meet three to four times a year to truly gauge progress. Knowing where you always stand not only gives you factual data for where you are in your performance, but also allows you to make shifts in real-time vs. waiting until the end of the year, when you wouldn't be able to make any changes as the year is already concluding.

YOUR INFORMATION

Your Name

Position

Department:

Manager Name

Assessment Year

WHAT WILL GET DONE?

Key Priorities (What you will do - priorities and actions)	Actions (What success will look like)	Results Achieved (Mid and/or year end results)
Priorities 1		
Priorities 2		
Priorities 3		
Priorities 4		

HOW WILL IT GET DONE?

Key Competencies (How you will do it - behavior is key to success)	Actions (How you will demonstrate this)	Results Achieved (Mid and/or year end results)
Competencies 1		
Competencies 2		
Competencies 3		
Competencies 4		

MY GROWTH PLAN

Personal Development Plan (What you will learn and develop)	Actions (How you will do this)	Results Achieved (Mid and/or year end results)
Development 1		
Development 2		
Development 3		

Career Development Plan (What needs to be done to develop skills)	Actions (How you will do this)	Results Achieved (Mid and/or year end results)
Development 1		
Development 2		
Development 3		

Always Remember: The performance review process is primarily for the employee. This means that, as an employee, you should be the owner and driver of the process. Setting up the meeting, getting your yearly goals established, meeting regularly to review your progress throughout the year, and so forth, should be your responsibility in taking ownership of the performance review process.



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