

Employee Performance and Development Reviews

Date: _____

Dear Team Member,

We conduct Employee Performance and Development Reviews twice each year. These reviews provide a means to candidly and thoroughly discuss your job performance and help you set goals and objectives for the next six months. Your supervisor will send you a request for a meeting and your meeting will last 30 to 45 minutes.

Please review the process outline and deadlines below.

Date _____ Employee Performance and Development Reviews Given to team members

Date _____ Return “Employee Status Report” and “Professional Goals/Objectives”. These forms will be used during your meeting with your supervisor, so it is important that you complete the forms and return them to me by this date.

Date _____ Supervisors will complete Performance and Development Review paperwork

Date _____ Meeting with your supervisor

Please let me know immediately if you have any questions or concerns.

Many thanks,

Employee Status Report

Please use this section to list your professional accomplishments during the past six months. Review your Professional Goals and Objectives from the last semi-annual review. Did you accomplish the goal/objective that you set for yourself?

If you are a new employee, what have you accomplished since you started?

Please toot your own horn! We want to hear what you're proud of accomplishing!

Employee Name: _____

Division: _____ **Supervisor:** _____

Accomplishments last 6 Months:

1.

2.

3.

4.

5.

Professional Goals/Objectives

Goals should always be **SMART**

S – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective to develop your professional skill set.
2. **Measurement.** How will the goal/objective be evaluated? Use quantitative measures (percentage or dollar increase in revenue or market share and/or use qualitative measures that are descriptive of criteria.)

Employee Name: _____

Division: _____ Team Leader: _____

Professional Goal/Objective #1

Description:

Due Date:

Measurement:

Importance (circle one): Essential Important Desirable

Professional Goal/Objective #2

Description:

Due Date:

Measurement:

Importance (circle one): Essential Important Desirable

Professional Goal/Objective #3

Description:

Due Date:

Measurement:

Importance (circle one): Essential Important Desirable

Knowledge Capital Goals

This section should be used to describe the items that you plan to contribute to the firm's internal development, such as new business processes, checklists, community experiences, etc.

1.

2.

Personal Development

This section should be used to describe the items that you plan to personally develop.

1.

2.