

Performance Review and Planning Process - Part 2

Employee: _____	Position: _____
Reviewer: _____	Date: _____

Please list what you consider to be your job accountabilities. How are you making a difference? How are you contributing to the success of the company? List four or five examples and comment on each one.

Employee:

Reviewer:

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In what areas would you like to focus your improvements next evaluation period?

Employee:

Reviewer:

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What are your business goals for the next review period?

Employee:

Reviewer:

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What resources do you need to accomplish your goals?

Employee:

Reviewer comments:

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What do you want your career path to be with the company? What is your timeline?

Employee:

Reviewer:

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Summary

Employee:

Reviewer:

Second Level Reviewer Comments, if any:

Employee Signature: _____	Date: _____
Reviewer Signature: _____	Date: _____
2nd Level Review: _____	Date: _____

NOTE: Both the Employee and the Reviewer should retain copies of the signed review. Please place the original in the Employee's Personnel File.