

ANNUAL PERFORMANCE REVIEW

PURPOSE

Use this template as a guide for discussing performance over the past year. Find out what personal and professional goals employees would like to prioritize and build out a plan for the future.

Reflect on the past:

- What were the highlights of your year?
- What did not go well this year?

Make a plan:

- What personal goals should we set for this year?
- What professional goals should we set for this year?
- What kind of support do you need to achieve your goals?
- How will you measure or track your progress on these goals?
- What steps will you take to attain these goals?

Look to the future:

- What performance impact(s) can I make moving forward?
- How do you see your personal goals aligning with team goals and the organization's mission?

Good:

Managers reflect on past performance, provide suggestions, and end with a summary of the meeting.

Best:

Employees and managers review performance, collaboratively discuss action plans, and look to the future.