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## EMPLOYEE PREPARATION FOR PERFORMANCE REVIEW

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EMPLOYEE NAME

DATE:

WHAT ARE YOU PROUD OF THIS PAST QUARTER?

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WHAT WOULD YOU LIKE TO IMPROVE ON FROM LAST QUARTER?

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ARE THERE ANY OBSTACLES STANDING IN YOUR WAY?

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WHAT HAS BEEN YOUR IMPACT ON THE TEAM?

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HOW CAN I IMPROVE IN MY MANAGEMENT OF YOU AND THE TEAM?

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