

EMPLOYEE PREPARATION FOR PERFORMANCE REVIEW



Employee Name

Date

WHAT ARE YOU PROUD OF THIS PAST QUARTER?

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

WHAT WOULD YOU LIKE TO IMPROVE ON FROM LAST QUARTER?

ARE THERE ANY OBSTACLES STANDING IN YOUR WAY?

WHAT HAS BEEN YOUR IMPACT ON THE TEAM?

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