



PERFORMANCE REVIEW AGENDA

- Refresh minds of previous Performance Review
- Go through 'Employee Preparation for Performance Review' survey and/or 'Employee-Employer 360-Degree Feedback' survey
- Move through list of responsibilities and policies, marking as 'NEEDS IMPROVEMENT', 'MEETS EXPECTATION' or 'MASTERY'
- Identify obstacles to improved performance & provide support and solutions
- Agree on actions to take
- Make written notations of results of Performance Review
- Provide employee with copy of Performance Review
- Set approximate date for next quarterly Performance Review