

*This worksheet can be used by both supervisors and employees to prepare for or record a performance review. These questions encourage deeper conversation, allow for broader reflection into the period under review, and build awareness around performance.*

1. When you look back on the past 6 months/year what stands out to you regarding what you have accomplished? What are you proud about? (be specific)

2. What have been some important “lessons learned” from the past 6 months/ year?

3. What have been some challenges or difficulties you have encountered?

4. What are 1 – 2 areas of needed development you need to work on going forward? (how will this enhance your effectiveness?)

5. What are some things you would like to accomplish over the next 6-12 months (please provide a rationale for each goal and a way to measure them)

6. What education/training do you think you will need to be successful with your stated goals?

7. How can I be supportive as your supervisor (e.g. build a network, spend more time, be more specific with directions, more timely feedback)

Additional Notes: