

Preparation – To be completed by the Reviewee

(Answer these questions and return to leader 48 hours before conversation)

My Role / My Expectations

What questions do you want answered as part of your upcoming review?

1.
2.
3.

What would you say are your five most important duties of your job right now?

1.
2.
3.
4.
5.

Looking Back

As you look back at the time since your last review, list 5-10 things you did well and a couple of things you feel you could have done better.

Things I Did Well (Accomplishments)

Things I Could Do Better

Looking Forward

What are things you need from me? (Opportunities to learn? Projects to get involved in? Communication / Support?)

What do you see as some of the key priorities for our team for the coming year?
(Things we need to start? complete? fix? accomplish?)

Thinking of your current role

What do you want to do more of?

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What do you want to do less of?

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What role(s) in this organization do you aspire to?

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