



## EMPLOYEE PREPARATION WORKSHEET FOR THE PERFORMANCE REVIEW MEETING

EMPLOYEE NAME:		REVIEW PERIOD:	
DEPARTMENT:		POSITION:	

Describe any **changes** or **additions** to your job description (any new tasks and responsibilities)?

Describe outcomes of your actions towards your **goals** and **objectives** during the past year.

Goal/Objective	Achievement	Skills/knowledge gained through those experiences

Describe other accomplishments (if applicable) and contributions that you made to the company/department during the past year.

How has the company helped you to achieve those goals during the past year? (Include on the job training/seminars/courses, etc.)

What have you done to:  
Improve procedures/processes or programs in your department?

Where do you see the possibilities for improvement within your job scope? How can the company help you to achieve it?

What would help you do your job more effectively? (eg. Information, communication, tasks, prioritization, job delegation, decision making process, autonomy, skills/knowledge enhancement, etc.)

Which part of your job did you enjoy the most/or least? Describe your overall satisfaction/dissatisfaction in this position.

Please describe your **career aspirations** and **future goals**. (short term: 1-2 years; long term 3-5 years)

In which departments would you like to work other than your current department (if any)? Please indicate 2-3 possible positions.

**Development Opportunities:** Identify development opportunities necessary for you to achieve your career aspirations.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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