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Manager performance review notes



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P E R F O R M A N C E R E V I E W

manager notes

Employee · _____ **Period:** ____ **Manager:** ____

Achievement highlights (with evidence) ·

Area performed below expectation · _____
Context: ____

Feedback to give (specific, behavioural) ·

Employee's development aspiration ·

Support the manager will provide ·

Goals for next period · 1. ____ 2. ____ **SMART:** ☐

T H E B E S T R E V I E W I S T H E O N E T H A T
S U R P R I S E S N O - O N E

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