Performance Review Meeting

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Performance reviews can be the most productive conversation you have all year. Preparation is key! See Elevate's 4 part Preparation Checklist to keep you prep as efficient as possible. A performance review is meant to be a two-way conversation, an opportunity to understand what supported and impacted performance and identify opportunities for development. When it's time for the conversation, start with positive feedback, then move to the constructive and lastly focus on development goals. Good luck!

- [ ] **Overall performance**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **Themes**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

FEEDBACK

- [ ] **Positive feedback**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **Constructive feedback**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **The 'one' thing**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

FOLLOW UP

- [ ] **Development opportunities**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

- [ ] Schedule development goal meeting

Summary:

Next Steps:

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