

# My Review & Check-ins

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date Hired: \_\_\_\_\_ Annual Review In  Q1  Q2  Q3  Q4

Today's Date \_\_\_\_\_

Quarter \_\_\_\_\_

Keep up the good work!

Team goals and personal contribution

Focused improvement topics

Topic 1: \_\_\_\_\_

Topic 2: \_\_\_\_\_

Topic 3: \_\_\_\_\_

Improvement would mean:

How can we improve to help your improvement?

## Q1 Self-Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q1 Manager Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q2 Self-Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q2 Manager Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q3 Self-Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q3 Manager Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q4 Self-Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

## Q4 Manager Assessment

TOPIC

#1 worse  same  better  excellent

#2 worse  same  better  excellent

#3 worse  same  better  excellent

# My Review & Check-ins

## Quarter 1 Notes

## Quarter 2 Notes

## Quarter 3 Notes

## Quarter 4 Notes

### Quarter 1

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

### Quarter 2

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

### Quarter 3

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

### Quarter 4

\_\_\_\_\_  
Team Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date