Performance Review Meeting Sample Agenda

Regular performance feedback is crucial and we encourage this happening throughout the year. To supplement feedback to employees and continue our focus on employee development, every year each employee will receive a formal review. Reviews are done annually and are an opportunity to talk about past performance, areas employees would like to grow, possible roadblocks, and aspirations.

Here is what you need to do:

- Review Job Description
- Review Self-Evaluation
- Review Past Assessments or Performance Documentation, if any. From Ulti-Pro last year.
- Write and Attach Your Performance Feedback
- Schedule One-on-One Meeting with Employee
  - Review all the documents above and discuss.
  - See Sample Meeting Agenda on next page.
- Obtain Signature and Return to HR.

Introduction

- State the purpose of the discussion for example:
  - “Today, we’re going to take about 30 to 45 minutes to talk about your self-evaluation, my notes and your thoughts”
- Ask the employees their opinion about their performance (be a positive listener, don’t interrupt them, and encourage a process that is two-way)

Assessment

- Read through the Self-Evaluation, ask questions, challenge (where appropriate), clarify, and give your comments.
- Give your assessment - be direct. The more specific and candid you are in your feedback and suggestions, the easier it is for them to improve their performance
- Ask employees for their reaction to your assessment, listen with an open mind.
- Ask employees if they have any feedback for you as a manager.
### Closing

- Summarize key points and takeaways, and thank the employee for their contributions and work.
- End the meeting by discussing employee's feelings, goals, thoughts, future growth, etc.
- If concerns or questions come up in the meeting, make sure to follow-up.
- Have the employee sign the bottom of the performance review - it doesn't mean they agree, just that they attended their annual review meeting.