

My Review & Check-ins

Name: _____

Title: _____ Date Hired: _____ Annual Review In Q1 Q2 Q3 Q4

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?

For instructions and training videos on how to best use this form check out the Leadership Course at beSpexy.com

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