



Performance Conversation – Past and Future

Name		Date	
Role		Reviewer	
Hire Date			

Performance Scale		
Below expected Performance Level	Meets expected performance level	Exceeds expected performance level
SBT = Substantially below target BT = Below target	OT = On target	AT =Above target SAT = Substantially above target
	N/A	TNTR = Too New To Review

Core Job Responsibilities (<i>What you do</i>)	Overall rating:

Added Initiatives (<i>What you do</i>)	Overall rating:

Your work and Our Values (<i>How you do your work</i>)	Overall rating:

Performance Notes
Overall comments



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Salary Increase:	%	From:		To:	
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Approved by: Reviewee: _____ Reviewer: _____

Goals: Next Year			
Deliverable	By When	Measure of Success	Complete?

Development Needs - Action Plans			
Area / Action Plan	Owner	Measure of Success	Complete?

Commitments:

Date to review progress? _____

Who owns asking for help or changes? _____