

Quarterly/Annual Performance Review Tool

Staff Member:	Signature:	Position:
Program:		Date:
Supervisor:	Signature:	Position:

The Quarterly Performance Review Tool is designed to guide a review of goals and expectations related to staff member performance and development.

<i>INTENTION: Supervisor list specific intentions for this quarterly review.</i>
1.
2.

<i>CONVERSATION: Together, list key observations about SERVICE EXPECTATIONS.</i>
1.
2.
3.

<i>CONVERSATION: Together, list key observations about GOALS.</i>
1. <i>Service Goal Observation</i>
2. <i>Development Goal Observation</i>

<i>ACTION: Together, list agreed upon specific actions to be taken.</i>
1. <i>Service Goal #1:</i>
2. <i>Service Goal #2:</i>
3. <i>Development Goal #1:</i>
4. <i>Development Goal #2:</i>