

THE PERFORMANCE FEEDBACK FORM

The goal of the *Performance Feedback Form* is to help guide a conversation about the employee's performance against expectations, career goals and development to date. The discussion points do not have to be documented, but can be if preferred in order to provide supporting documentation for the annual performance review. **Select 2-4 questions** below and feel free to add other questions based on the role, situation or employee's interest/needs.

Q3 FEEDBACK SESSION

1. What progress have you made toward completing your goals? Have you encountered any challenges or do you have any suggestions related to goal completion?

2. Please provide one or two examples of how you have demonstrated at least one of the critical elements in the last 3 months?

3. What can I do to better support you in your job?

4. What have you done to support your development in the last 90 days? What development activities would you like to focus on going forward? Have you developed/updated your development plan with these activities?

5. Do you have any suggestions from a job or culture perspective that we should discuss to ensure we are working in alignment with our values and meeting our mission?

6. Other (Discussion questions for consideration include, but are not limited to: How does the employee like to be coached? What does he/she expect from a coach? What motivates the employee? What are his/her strengths, professional goals or areas for improvement?)

Rater Name

Date

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