QUARTERLY PERFORMANCE Name:

REVIEW Date:

1. What have been your most significant contributions to the organization in the past quarter?

2. In what ways have you contributed to the Strategic Initiatives?

3. What would you characterize as your frustrations or shortfalls during the same period?

4. What have been your most significant learning experiences in the past three months?

5. What will you target as your developmental goals for the coming three months?

6. What do you need to be successful in the coming months?

7. What accomplishments or concerns do you have regarding your performance as reflected in the following job factors? (The factors are defined in the Employee Performance Review.)

|  |  |  |
| --- | --- | --- |
|  | **Accomplishments** | **Concerns** |
| **Job Knowledge/**  **Skills** |  |  |
| **Work Results** |  |  |
| **Communications** |  |  |
| **Initiative/**  **Problem Solving** |  |  |
| **Interpersonal Relationships/**  **Affirmative Action** |  |  |
| **Work Habits** |  |  |
| **Supervision/**  **Management** |  |  |