Employee name:  
Department:  
Position:

Reviewer name and title:  
Review period:  
Date of review:

**Reflect on the past**

Response—What were the highlights of your year so far?

* What went wrong in the last six months?
* How have things gone since our last conversation?

**Make a plan**

* What can make the next six months successful for you?
* What kind of support do you need to attain your goals?
* How do you plan on tracking or measuring your progress on these goals?
* What actions can you take to achieve these goals?

**Look for the future**

* What are your goals for the rest of this year?
* What can you do to improve your performance in the next six months?
* How can you impact your performance positively toward your ideal role?
* Do you understand how your goals align with company goals?

Employee signature:  
Date:

Reviewer signature:  
Date: