Employee name:  
Department:  
Position:

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

**Reflect on the past**

Response—What were the highlights of your previous month/quarter?

* What can you improve last month/quarter?
* What are your goals for the next month/quarter?

**Make a plan**

* What would make the four months successful for you at work?
* How can we help you achieve your goals?
* How do you plan to track or measure your progress on these goals?
* What actions can you take to achieve these goals?

**Look for the future**

* What are your goals/plans for the next quarter?
* Do you understand how your personal goals align with company goals?

Employee signature:  
Date:

Reviewer signature:  
Date: