Employee name:
Department:
Position:

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

**Before**

* What's top of mind for you since our last conversation?
* How's the goal/task/project going?
* Do you have any anticipated or existing challenges or roadblocks we can discuss?

**During**

This section is a list of recommended follow-up prompts to guide what comes up during the check-in.

1. Update: Is this still in alignment with you meeting your objectives?
2. Learned: How did you apply what you learned?
3. Roadblock: Do you have (or need help with) ideas to complete your work?
4. Ideas: Have you tried [fill in the blank]?

**After**

* What went well?
* Is there anything you would change in the future (or next time)?
* Discuss other new or similar tasks/projects to work on next.

Employee signature:
Date:

Reviewer signature:
Date: