



## Job Performance Guide

Company Name

Job Performance Review Guide

**YOUR LOGO  
HERE**

Employee		
Employee Name		Review Period
Department		Manager
Performance goals and objectives		
Zero to 2 months	2 to 4 months	4-6 months
<p>Become familiar with your department's business goals.</p> <p>Work with your manager to define and document your goals. Include what you are expected to produce by your first review, activities needed to accomplish results, and success criteria.</p>	<p>Make certain defined goals and criteria are realistic. Renegotiate if necessary.</p> <p>Are you focusing your time on the goals you committed to? If not, either work with your manager to change your goals or reevaluate how you spend your time.</p>	<p>Review performance goals to see if you are on target. Reprioritize work accordingly.</p>
Notes/Actions		
Skills and knowledge development		
Zero to 2 months	2 to 4 months	4-6 months
<p>Understand the specific skills and knowledge you need. Use the job profile as your guide.</p> <p>Build a skill development plan based on the goals agreed to by you and your manager.</p> <p>Complete the new administrator orientation.</p>	<p>Attend one of the sessions in the Administrator certification program. See the training resource site for courses.</p> <p>Review your development plan and suggested curriculum for additional skills and training.</p>	<p>Attend at least one more session in the Administrator certification program.</p> <p>Create a timeline with associated tasks that you will follow in order to attain the skills outlined in your personal development plan.</p>
Notes/Actions		



Employee		
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Processes and Methods		
Zero to 2 months	2 to 4 months	4-6 months
Familiarize yourself with work processes and methods used in your job. Be clear on who owns those processes and how you can support process goals.  Set clear timelines for task due dates. Keep timelines up to date.	Identify and eliminate unnecessary variation in the way you perform work processes.  Ensure that your work responsibilities are clear, defined, and realistic.	Get to know the people who work cross-functionality in common work processes.  Seek to simplify any work processes in order to cut cycle time.
Notes/Actions		
Feedback		
Zero to 2 months	2 to 4 months	4-6 months
Understand the different types of feedback and the ways in which you will receive feedback.	Are you getting the feedback you need? Is feedback timely, specific, and frequent?  Compare actual performance and expected performance.	Are you giving feedback to others who need it?  Compare actual and expected performance.
Notes/Actions		