



Agenda of Sample Personnel Performance Review Meeting 05/29/12

Start: 05/29/12 02:00 pm

Organizer: Edwin Siebesma

Topics

1 Instructions (Delete this topic when done reading)

  This template is designed for Personnel Review Meetings.

If there are action items, either for the employee or for the reviewer make sure you create tasks for those and give them a due date. That way things will not fall through the cracks and you can actually discuss progress in the next meeting. For your convenience MeetingKing will also create a summary with all action items.

Make sure if you have a follow-up meeting to link that meeting back to this meeting, so any agreed tasks will automatically be added to the agenda of your new meeting.

Both employee and reviewer can add comments to the notes and provide updates to tasks.

You can modify your agenda/questionnaire as you desire:

- *drag and drop topics in a different sequence (just click and hold the "Move" link for a topic and drag it to a different location)
- *delete topics
- *add additional topics

You can easily share your reviews with the Human Resources Department, and/or your department manager, by adding them to the meeting as CC.

2 Major achievements and general performance since last review

3 Skills

3.a Time management

3.b Job knowledge & technical expertise

3.c Communication and team work

3.d Problem solving

3.e Decision making

4 Performance

4.a Meeting deadlines

4.b Energy and motivation

5 Strengths (both for employee and for manager and organization)

6 Development areas (both for employee and for manager and organization)
