

Company Name(s):

Date:

Meeting Location:

Time:

Meeting Agenda:

1. How would you rate the employee's performance over the last ?
 - Manager evaluation: Behind On track Exceeding
 - Employee evaluation: Behind On track Exceeding
2. Why did you give the rating that you did for the employee?
 - Employee Notes:
 - Manager Notes:
3. What projects have you enjoyed working on the most?
 - Employee Notes:
 - Manager Notes:
4. What have your biggest challenges been?
 - Employee Notes:
 - Manager Notes:
5. Review objectives/goals and how the employee is progressing:
 - Employee Notes:
 - Manager Notes:
6. How do you feel you are progressing towards your goals?
 - Employee Notes:
 - Manager Notes:
7. Feedback for employee:
 - Employee Notes:
 - Manager Notes:
8. Focus Areas:
 - Employee Notes:
 - Manager Notes: