* **Introduction:** Begin the performance review by introducing the employee and the purpose of the review. You may want to mention the employee's job title, department, and length of time they have been with the organization. Additionally, provide an overview of the performance review process, how it is conducted, and how the results are used.
* **Job Responsibilities:** List the employee's job responsibilities and the performance objectives expected for their position. Be sure to include both quantitative and qualitative goals.
* **Evaluation Criteria:** Specify the criteria used to evaluate the employee's performance. Depending on your organization, this could include job knowledge, quality of work, productivity, communication skills, teamwork, initiative, problem-solving, customer service, etc. Be sure to explain each criterion in detail and how it relates to the employee's job responsibilities.
* **Performance Assessment:** Assess the employee's performance in each evaluation criterion and provide specific examples to support your assessment. Use a rating scale, such as "exceeds expectations," "meets expectations," "needs improvement," and "unsatisfactory." Provide constructive feedback for each rating, and be sure to cite specific examples of behavior or outcomes that support your assessment.
* **Strengths:** List the employee's strengths and highlight any areas where they have excelled. Be specific in your feedback, and provide examples of how the employee's strengths have contributed to the organization.
* **Areas for Improvement:** Identify areas where the employee needs improvement and provide specific recommendations for improvement. Be sure to provide actionable steps the employee can take to improve in each area. Focus on providing constructive feedback and be specific in your recommendations.
* **Goal Setting:** Collaborate with the employee to set specific, measurable, achievable, relevant, and time-bound (SMART) goals for the next review period. Discuss areas where the employee can improve and set goals that align with the organization's objectives. Ensure that the employee understands what is expected of them and how their performance will be measured.
* **Action Plan:** Develop an action plan with the employee to achieve the set goals, including any training or development needs. Identify any resources needed to achieve the goals, such as time, money, or training. Ensure that the action plan is feasible and that the employee understands their role in achieving the goals.
* **Conclusion:** Summarize the performance review and provide feedback to the employee. Thank them for their contribution to the organization and encourage them to continue their good work. Provide any final comments or suggestions, and explain how the review will be used going forward.
* **Follow-Up:** Schedule a follow-up meeting with the employee to review their progress on their action plan and discuss any new goals or objectives. Be sure to provide ongoing feedback and support to help the employee achieve their goals.