

Quarterly Performance Check

The purpose of the Quarterly Performance check-in is to discuss the employee’s performance on a regular basis and assist with the annual performance evaluation process. The Quarterly Employee Check-in also functions as a tool to facilitate ongoing communication and dialogue between the supervisor and the employee to ensure that expectations continue to be appropriately aligned and to address any issues and/or concerns of either party.

Employee Name:	Job Title:
Supervisor Name:	Job Title:
Review Period:	Date:

Accomplishments – List any completed projects or goals achieved during this period.

Training & Development – List any training our career development courses and activities the employee has engaged in to improve performance and/or enhance knowledge, skills, and abilities.

Areas for Improvement – List any KSA’s or other issues such as attendance, dependability, productivity, etc. requiring improvement.

Goals and objectives for next quarterly review period.

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Comments

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Is there any feedback and support that I can give that will help you?

Signatures

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: