

Quarterly Performance Check

The purpose of the quarterly performance check is to serve as a format for discussing the employee's performance on a regular basis and assist in the annual performance evaluation preparation. This also serves as a tool to facilitate ongoing communication between the supervisor and the employee to ensure that expectations are aligned.

Employee Name		Job Title	
Supervisor Name		Job Title	
Review Period		Date Entered	
		Position	

ACCOMPLISHMENTS – LIST ANY COMPLETED PROJECTS OR GOALS ACHIEVED

DEVELOPMENT ACTIVITIES – LIST ANY DEVELOPMENT ACTIVITY THAT THE EMPLOYEE ENGAGED IN TO IMPROVE PERFORMANCE OR ENHANCE SKILLSET & KNOWLEDGE

AREAS NOTED FOR IMPROVEMENT – FOR EXAMPLE: JOB KNOWLEDGE, DEPENDABILITY, ATTENDANCE, PRODUCTIVITY, QUALITY OF WORK, COMMUNICATIONS, TEAMWORK

GOALS AND OBJECTIVES FOR NEXT QUARTERLY REVIEW PERIOD

EMPLOYEE & SUPERVISOR SIGNATURE

Employee Signature		Supervisor Signature	
Name		Name	
Date		Date	

