

Feedback and review

EMPLOYEE:

MANAGER:

Step 1 / 3

Employee

Manager



Wins

What were my wins?
What did I achieve
or do well?



Learnings

What were my key learnings?
What should have I done
differently?



Changes

What changes will I make in
the future?

Forward looking plan

EMPLOYEE:

MANAGER:

Step 2 / 3

SHORT TERM GOAL:

LONG TERM GOAL:

Objectives	Action plan	Measure of success	Status and comments

Employee feedback

EMPLOYEE:

MANAGER:

Step 3 / 3

Employee

Manager



Next steps

What is your ideal next step?



Manager

Do you have any feedback for your manager?



Company

Any other feedback on your experience at [insert company name]?