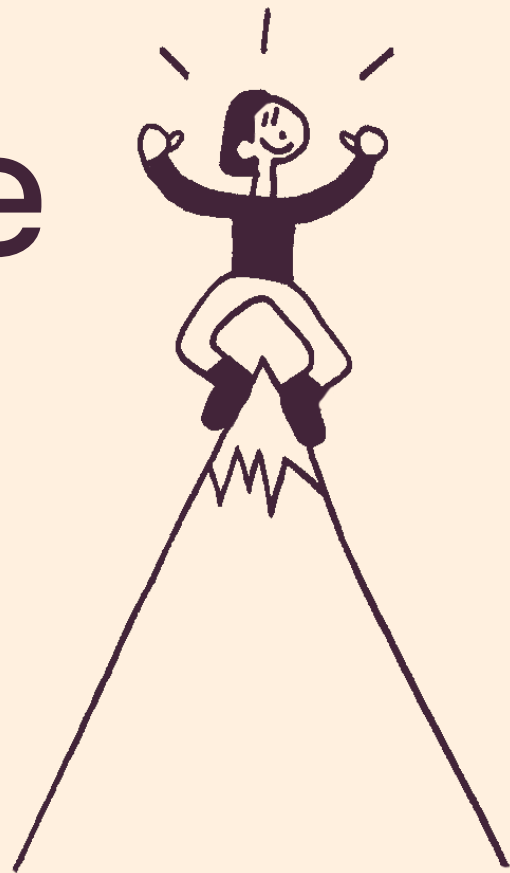


Developmental performance review template



Current performance evaluation

- Key responsibilities during the performance review period
- Accomplishments during the performance review period
- Challenges faced and how they were overcome
- Areas of strength
- Areas for improvement

Career aspirations

- Short-term career goals (1-2 years)
- Long-term career goals (3-5 years)
- Desired future roles or positions
- Skills or competencies to acquire or improve

Developmental plan

- Key skills to develop or enhance
- Specific learning opportunities (e.g., courses, workshops, webinars)
- Mentoring or coaching needs
- Potential stretch assignments or projects to gain new skills

Performance feedback

- Supervisor's feedback on current performance
- Supervisor's input on career goals and a developmental plan
- Suggestions for performance improvement



Employee comments

- Employee's feedback on the review process
- Employee's thoughts on the developmental plan

