

Your KICK ASS Performance Review

Take notes during your review. If a section is blank, ASK about it! (Check box once complete)

Information gathered FROM YOUR EMPLOYER/BOSS/MANAGER:

- 1. Description of job responsibilities and expectations:

- 2. Outline of performance standards and benchmarks:

- 3. Recognition of good work and what you are doing well:

- 4. Feedback from other staff members:

- 5. Where you are falling short/not reaching expectations:

- 6. Goals/plan for how to reach your unmet expectations: (What learning opportunities there are to achieve goals.)

- 7. Time-frame to revisit any benchmarks or goals:

- 8. Explanation of how salaries are determined.

- 9. Performance based rewards/compensation.



Stay Calm, Stay Collected. You can do this!
ADVOCATE FOR YOURSELF, YOU ARE THE ONLY ONE THAT WILL

Information from the EMPLOYEE/Responses from Employer:

Use the space to prepare what you will say so nothing is forgotten, or responses to what your employer has said.

- 1. Self-Evaluation of what is going well AND going poorly:

- 2. Feedback on strengths and weakness of the clinic:

- 3. Needs/Desires from the clinic. Either to improve work environment or for professional growth:

- 4. Suggestions for improvements/changes to work-flow processes. Be SPECIFIC:

- 5. Time-frame to revisit any improvement/changes to see if they are working, or time-frame for them to be implemented:

- 6. Job Description and responsibilities, and any changes or promotions that are desired:

- 7. Review of compensation and desires/expectation of pay review:



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