

# Performance Review Template for Managers

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How to lead a productive evaluation



## PERFORMANCE REVIEW TEMPLATE FOR MANAGERS

# How to Lead a Productive Evaluation

### Focus on the Work

Invite your employee to share their perspective on their performance

Dig into big wins on specific action items and talk about ways to improve

Speak to the objectives and key results (OKR)s agreed upon early in the year

### Recognize Strengths

Speak to the employee's most significant accomplishments this year

Talk about ways in which the employee embodied company's values

Tell the employee about the positive feedback you've heard from other team members

### Observe Emotions

Be mindful of any emotions or strong reactions that come up

Listen with compassion and empathy and continue to own the message

### Follow Through

Maintain momentum. Schedule a cadence for regular conversations in 1:1s or quarterly reviews

Work together to build a development program. Define key actions to help the employee overcome obstacles and grow in his/her career

### Communicate Challenges and Identify Opportunities

Invite the employee to share thoughts on challenges they've faced

Name the challenges you've seen the employee face. Reference specific projects or patterns.

Focus on opportunities to overcome challenges and encourage reflection. Point to learning resources to help them overcome those challenges

## Pro tips from Todd Dewitt

Educator, Professional Speaker,  
Top LinkedIn Learning Author

### BE SPECIFIC

Point to specific moments in time that lead you to provide your feedback.

### OWN IT

Show respect and earn respect by owning the feedback you give.

### DO A FEEDBACK CHECK

Be sure the employee can communicate in their own words that the message was received.

Watch Dr. Dewitt's course:  
Performance Review Foundations





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