

EMPLOYEE		
Employee Name		Review Period
Department		Manager
PERFORMANCE GOALS AND OBJECTIVES		
Zero to 2 months	2 to 4 months	4-6 months
<ul style="list-style-type: none"> – Become familiar with your department's business goals. – Work with your manager to define and document your goals. Include what you are expected to produce by your first review, activities needed to accomplish results, and success criteria. 	<ul style="list-style-type: none"> – Make certain defined goals and criteria are realistic. Renegotiate if necessary. – Are you focusing your time on the goals you committed to? If not, either work with your manager to change your goals or reevaluate how you spend your time. 	<ul style="list-style-type: none"> – Review performance goals to see if you are on target. Reprioritize work accordingly.
NOTES/ACTIONS		
SKILLS AND KNOWLEDGE DEVELOPMENT		
Zero to 2 months	2 to 4 months	4-6 months
<ul style="list-style-type: none"> – Understand the specific skills and knowledge you need. Use the job profile as your guide. – Build a skill development plan based on the goals agreed to by you and your manager. – Complete the new administrator orientation. 	<ul style="list-style-type: none"> – Attend one of the sessions in the Administrator certification program. See the training resource site for courses. – Review your development plan and suggested curriculum for additional skills and training. 	<ul style="list-style-type: none"> – Attend at least one more session in the Administrator certification program. – Create a timeline with associated tasks that you will follow in order to attain the skills outlined in your personal development plan.
NOTES/ACTIONS		
PROCESSES AND METHODS		
Zero to 2 months	2 to 4 months	4-6 months
<ul style="list-style-type: none"> – Familiarize yourself with work processes and methods used in your job. Be clear on who owns those processes and how you can support process goals. – Set clear timelines for task due dates. Keep timelines up to date. 	<ul style="list-style-type: none"> – Identify and eliminate unnecessary variation in the way you perform work processes. – Ensure that your work responsibilities are clear, defined, and realistic. 	<ul style="list-style-type: none"> – Get to know the people who work cross-functionality in common work processes. – Seek to simplify any work processes in order to cut cycle time.
NOTES/ACTIONS		
FEEDBACK		
Zero to 2 months	2 to 4 months	4-6 months
<ul style="list-style-type: none"> – Understand the different types of feedback and the ways in which you will receive feedback. 	<ul style="list-style-type: none"> – Are you getting the feedback you need? Is feedback timely, specific, and frequent? – Compare actual performance and expected performance. 	<ul style="list-style-type: none"> – Are you giving feedback to others who need it? – Compare actual and expected performance.
NOTES/ACTIONS		