



Performance Review 1:1 Meeting | [Report] & [Manager]

Duration: [insert duration]

Location: [insert location]

Date: [insert meeting's date]

Date of the next performance review: [insert next meeting's date]

1. Opening & Context

- Looking back on this review period, what are you most proud of?
- How would you describe your own performance and growth over this time?

2. Key Achievements & Impact

- Which projects or contributions do you feel made the biggest difference?
- Where do you think you've had the most impact on the team or company?
- What new skills or strengths have you developed since our last review?

3. Challenges & Opportunities

- What challenges have you faced recently, and what have you learned from them?
- Are there areas where you'd like more support or resources?
- If you could change one thing about how you work or how we work together, what would it be?

4. Feedback & Collaboration

- Here's what I've seen you doing really well (your feedback)
- Here are a few areas where I see room for even more growth

- How can I better support you as your manager?

5. Career Development & Future Goals

- What skills or experiences would you like to gain in the next few months?
- Are there projects or roles you're excited to explore in the future?
- Where would you like to see yourself by the next review period?

6. Wrap-up & Next Steps

- What are the key priorities we should focus on together moving forward?
- Let's agree on a few next steps for your development
- Anything else you'd like to share that we haven't covered?