

<Employee Name> Review Period: <DD/MM/YY> to <DD/MM/YY>

Overview

Employee Name:	Employee Name
Title:	EXAMPLE: Human Resources Generalist
Department:	Department
Review Conducted By:	Name, Title
Review Period:	From Example: January 01 2017 to December 31, 2017
Next Work Plan Period:	From Example: January 01 2018 to December 31, 2018
Meeting Date:	DD/MM/YYYY
At Time of Review:	<input type="checkbox"/> Employee is still learning the position <input type="checkbox"/> Employee is expected to be fully competent in the position
Review Purpose:	<input type="checkbox"/> Promotion or change of position <input type="checkbox"/> Change of manager <input type="checkbox"/> Other: Include brief description of purpose for interim review

A. Position Requirements & Competencies

1. Where You Excel

List at least 3 job-related skills or technical areas in which you **excel**, and why.

Example: Serving the customer
Employee Comments:
Manager Comments:

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

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B. Success Traits

1. Where You Excel

List at least 3 behavioral competencies in which you **excel**, and why.

Example: Drive for results

Employee Comments:

Manager Comments:

Example: Innovation/creativity

Employee Comments:

Manager Comments:

Example: Courage and conviction

Employee Comments:

Manager Comments:

2. Areas for Development

List at least areas in which you **could develop further**, and why.

Example: Initiative

Employee Comments:

Manager Comments & Development Plan:

Example: Reliability

Employee Comments:

Manager Comments & Development Plan:

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REVIEWED BY

Name of manager's manager, Title	
Signature	Date
CUSTOMIZER: Insert HR position title: Insert Name	
Signature	Date