

## Personal year end review template

I'm not robot!

Mid Year Performance Review Document (continued...)

Area	Rating	Comments
Quality of Work	3	
Quantity of Work	4	
Attendance/Punctuality	4	
Dependability	4	
Quality of Relationships	4	
Overall Rating	4	

### Example of performance evaluation

As we approach the end of the year, you may be starting to think about writing annual performance evaluations for your employees. Soliciting the employee's feedback before you begin writing can provide you with helpful and specific input. Here are some tips for soliciting and using employee input in the performance evaluation:

- o Remind the employee that while you have kept records about their performance, you may have missed something along the way. You are providing an opportunity for the employee to highlight their accomplishments over the past year.
- o Ask for specific examples including a list of accomplishments, process improvements they recommended and/or implemented, letters or emails of commendation they received that have not been forwarded to you, training completed that you may have not recorded, and anything else that they feel is important to share that will give you a complete look at their performance.
- o DO NOT ask the employee to fill out the evaluation form on his or her own and submit it to you. This approach leads to the employee feeling as if the evaluation duties are being delegated. Employees want your opinion, however you convey it. Those supervisors who ask their employees to complete their own evaluations and who do not add significantly to the content of the employee's evaluation are seen as lazy, as cowards, or as both.
- o Use a standard format for soliciting feedback from an employee about their work performance. The following example could be used to ask the employee for their input and ideas:

#### Employee Self-Evaluation Form

This is to confirm our meeting on \_\_\_\_\_ to discuss your performance over the last \_\_\_\_\_ months/year and to create a plan for your performance for the coming year.

Your input is essential to the success of our meeting and I value your ideas. Please respond to the following questions in as much detail as possible. I will use this information as I prepare the performance evaluation documents.

Please return this sheet to me by \_\_\_\_\_ so that I can incorporate your perspectives into the evaluation.

1. What do you consider to be your most significant accomplishments since your last performance evaluation?

### Year End Review of Employee

Employee Name: ABC	Date: DD/MM/YY			
Position: Text Here	Department: Text Here			
<b>1. Quality/Accuracy of Work</b>				
1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding
<b>2. Quality of Work</b>				
1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding
<b>3. Dependability</b>				
1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding
<b>4. Attendance/Punctuality</b>				
1	2	3	4	5
Deficient	Below Standard	Meets Expectations	Above Standard	Outstanding

2012

Year In Review

StoneGable is 17 years old this year! How time flies! We are in the process of replacing and updating! Our kitchen and family room were updated last year, and this year we are replacing all the carpeting with hardwood floors... ourselves. We are also updating the living room, dining room, stairs and hall. Lots of changes... and lots of work. We would love you to come for a visit... we will put you to work!

Home

Top 5 Best Things Of 2012

- 1 Christopher got engaged to Abigail on November 10th. An early April wedding is planned.
- 2 Our niece, Courtney has lived with us for the past year. She is such a joy... what fun!
- 3 Our whole family (minus brother Alan and wife Kris) will be together for Christmas this year!
- 4 I am still blogging and loving it! My blog, StoneGable has over 3,000 followers. It brings such joy and purpose to my life.
- 5 Bobby got a 7 point deer this year!

abby & chris

Chris got engaged to Abby on Nov. 10th. Chris and Abby were best friends in college but didn't start dating until last year. We are thrilled for Chris and for Abby! They are perfect for each other! Chris is a youth pastor and Abby is a psychologist.

Bobby and I feel so very blessed. It has been a rather calm and uneventful year... and that is a very good thing. We have settled into such a happy and content empty nest routine... spending lots of time together, working on the house, taking fun trips, gardening together, visiting our children and spending time with friends and family. It has been a very good year! We are thankful!

Jacquie and Jon

I & J are still living on Capitol Hill in Washington DC. Jacquie teaches at a charter school and he works for a trade. They are working on their 150 year old farmhouse. This year they got in a new kitchen, downstairs bath and enlarged the dining room. They love their school and his city life. No babies yet!

Scamp is the most spoiled dog! He is joined by Hobbes, our new tiger cat. Now we have two very spoiled pets! They are great playmates and love being out in the garden with Bobby and me! Scamp's favorite holiday is Christmas. He loves to get gifts!

We wish you Merry Christmas. May the Author of Christmas, Jesus Christ, bless you with His greatest gifts this Advent season and throughout the New Year!

With Love, *The Proffs*



Personal year end review examples. Year end review template example.

Just like a radioactive bug bite or taking a stumble into a vat of nuclear waste, the power of performance reviews can be used for good or for evil. At their best, employee performance reviews motivate employees, increase engagement, and skyrocket organizations to new levels of achievement. At their worst, they intimidate workers, judge employee value, and cripple team effectiveness. The same good versus evil paradigm applies to performance review templates. We want to make sure you're using employee reviews for good—so we did the heavy lifting and created impactful performance review templates for you! 4 Tips for an Effective Employee Performance Review Before you put any of these templates into action, make sure you've been trained on the best ways to use the templates in your tool belt. With these things in mind, nearly any performance review template 1. Make it a two-way conversation. Performance reviews should no longer be treated like performance evaluations. If you want your performance review to really stick with employees, it must be a two-way conversation, with both sides contributing. 2. Take time for reflection. Reflection is the standard for most performance reviews. Take the time to look back on behaviors and accomplishments. 3. Create a coaching moment. Managers need to act as coaches, not judges. You're on the same team, after all. 4. Leave the meeting with clear next steps. After reflecting on the past, you and your employee need to look toward the future. Performance Review Templates Select and download any of our templates and start saving the world (or at least, employee performance). Here are 17 performance review templates to match any management style. 1. GOOD Performance Review Template A GOOD stands for Goals, Obstacles, Opportunities, and Decisions. This template is great for guiding an effective 1-on-1 conversation between managers and employees. Pros: Encourages conversation, reflection, and future planning Cons: Doesn't include metrics by which to measure or compare employees (we don't encourage that anyway) Get the template >>> 2. Quarterly Check-In Template If monthly performance conversations aren't feasible, we recommend having them at least quarterly. This worksheet will guide you through topics of discussion for quarterly performance conversations. Pros: Employees and managers can act on findings more quickly Cons: Isn't always focused on long-term goals of the company and employee Get the template >>> 3. Mid-Year Performance Review Template A mid-year performance review is a good opportunity to check in on goals and see if anything needs to be adjusted for the remainder of the year. It should focus on key highlights, obstacles, and a plan for the future. Pros: Allows managers and employees to recalibrate before the year is over Cons: Leaves a long gap between performance reviews Get the template >>> 4. Annual Performance Review Template In an annual performance review, managers and employees should summarize performance across the year. It's also a good opportunity to find out what goals employees would like to prioritize and to look toward the future. Pros: Allows managers and employees to look at the big picture of an employee's performance Cons: It's tough to review an entire year of performance in one conversation Get the template >>> 5. One-Page Performance Review Template If you're looking for the absolute basics, check out this one-page employee evaluation form from Lessonly. Pros: Quick and straightforward—has a defined rating scale Cons: Leaves little room for additional information; doesn't encourage two-way discussion Get the template >>> 6. Self-Assessment Template A self-assessment helps employees reflect on their own performance and discover barriers to, or opportunities for, personal success. Pros: Instills reflective habits in employees and encourages them to own their own performance Cons: Doesn't account for feedback from peers and managers Get the template >>> 7. Peer Review Template A peer review helps managers gather feedback about an employee's performance from their teammates. Peer feedback can help shed light on strengths or challenges that might not have been obvious to a manager based on their own perspective and experiences. Pros: Solicits opinions of those working closest with an employee Cons: Allows for employee biases that might affect evaluation Get the template >>> 8. Upward Feedback Template It's important for managers to gather feedback on their own performance as well. Upward feedback allows employees to share their perspective on what their manager is doing well, and where they could improve. Pros: Opens up the door for a two-way conversation about manager effectiveness Cons: Employees might be worried about the consequences of providing feedback Get the template >>> 9. Team Performance Review Template Team performance is becoming increasingly more important. Use this template to build trust by creating an open feedback culture among teams. Pros: Gives a sense of how an overall team, not just individuals, is performing Cons: Extremely high or low scores by a few individuals can skew results Get the template >>> 10. 360 Performance Review Template Use this template to gather feedback from the people that your employees work most closely with every day. It will diversify your performance data and help provide insight you might not have gathered otherwise. Pros: Shines a light on the entirety of an employee's actions, not just what the manager witnesses Cons: Could be difficult for some employees to judge accurately Get the template >>> 11. Professional Development Template Professional development and career alignment are key drivers of employee engagement and performance. Use this template to check on the alignment of employee strengths, skills, goals, and job role. Pros: Allows aligned expectations to be compared pre- and post-performance cycle Cons: Can be fairly general Get the template >>> 12. Performance Improvement Template If an employee isn't meeting expectations, it might be time for a performance improvement plan. Use this template to discover what's hindering performance and to create a plan to improve it. Pros: Can course-correct declining performance and give employees a fair chance to improve Cons: Can be disengaging Get the template >>> 13. Behavior Change Template Employee behaviors can have a big impact on individual and team success. Use this template to understand and address behaviors that are enhancing or detracting from performance. Pros: Helps managers and employees identify issues, needs and barriers together Cons: An effective conversation can only be had with a self-driven employee Get the template >>> 14. Compensation Check-In It's important for managers and employees to talk openly about an employee's compensation. Use this template to track an employee's understanding of compensation, benefits, bonuses, and pay. Pros: Encourages pay transparency among organizations, managers, and employees Cons: Employee expectations can't be met all the time Get the template >>> 15. 90-Day Review Template New hires deserve to know how they're doing. Use this template to review an employee's first 90 days at an organization. It will help you set short-term goals and a shared vision for the future. Pros: Helps provide clarity and early performance feedback for new hires Cons: Limited to manual labor employees Get the template >>> 16. Goal Setting Conversation Template Goal setting conversations aren't necessarily part of a performance review, but they are an important piece of the puzzle. Your employees need measurable, aligned goals that you can track progress toward. Pros: Helps managers and employees set aligned, measurable goals Cons: Will not be effective if not discussed regularly throughout the performance cycle Get the template >>> 17. Simple 1-on-1 Progress Check Formal performance conversations are important. And they'll be even more effective if managers and employees keep in touch with simple, weekly check-ins. These quick conversations allow managers and employees to address obstacles as they come up, leading to better performance. Pros: Quick and frequent check-ins allow for better communication and agility Cons: Managers need to set dedicated time aside for each employee Get the template >>> There you have it—your ultimate toolkit of performance review templates. Download our Performance Review Templates to take them all with you in one package. We're days away from saying goodbye to 2020. And while you might want to simply move on and try to forget the past 12 months ever happened that would be a mistake. Whether your past year has been strained by stress and uncertainty or full of success in the face of adversity, it's worth it to take the time to do a personal annual review. A personal annual review is an opportunity to step back and take stock of your hits, misses, and learnings from the past 12 months. Not only does an annual review help you uncover insights and set better goals for next year, but thanks to a psychological principle called the peak-end rule it can even change your perspective. The peak-end rule states that our memory of an experience—even an entire year—is largely based on how we feel at its peak and end. This means that reflecting on your accomplishments and learnings can potentially rewrite your memory of 2020 as a more positive experience. To do this, we're going to take a departure from past years where we focused on how to use RescueTime's personal data to do a year-end review. Instead, we're going to use a time-tested personal review process that involves just three questions: What went well? What didn't go so well? What did you learn? Get our FREE annual-review template: We've put together a simple Google doc template you can fill out as you go through this post. (You'll be asked to make a copy). Or download it as a PDF. Part 1: What went well? Reflecting on your accomplishments is one of the most important parts of self-improvement. When you reflect on your successes, you build your self-efficacy—your confidence in your skills and ability to handle future obstacles and issues. As Tracy Kennedy writes on Lifehack: "The only way to keep up with the pace of life is to stop. To hop off the treadmill. To reflect on what's working and what's not." Start your personal annual review by exploring what went well over the past 12 months. Write down 5-10 specific successes or events you'd like to celebrate. These can be related to anything you want: personal growth, career progression, learning, health, side projects, or hobbies. SuccessCategoryWhy this matters to meWrote and published 50 posts on the RescueTime blogCareerMaking time for my most important work (writing) has always been a struggle. This year, I committed to publishing at least once a week and beat my initial goal! Try to find events that not only make you feel good about yourself but ones you can quantify as this will help you later on when you're setting goals for next year. If you're a RescueTime user, your annual dashboard is a great place to kick off this part of your review. RescueTime tracks and organizes how you spend all your time. Look at your top activities from the past year. Does this match up with how you wanted to spend your time? How consistent were you with your productive time? Are there dips or spikes you can account for? Sometimes just seeing the fact that you spent 50 or 100 hours writing/coding/designing is a success in itself! Bonus: Dig deep into your personal data to uncover hidden progress, working habits, and opportunities for improvement. Part 2: What didn't go so well? Mistakes, failures, or just missed expectations are a natural part of personal growth. And 2020 has, for most of us, been full of them. But reflecting on things that didn't go well doesn't have to be depressing or frustrating. Understanding how you performed under the stress of a year like 2020 can show you how to continue to adapt and grow in the future. So ask yourself the same question as before. But this time think about what didn't go so well. These could be growing pains, stumbles, or even just unfortunate trade-offs from shifting priorities. Because we don't want to dwell on the negatives, it can help to clarify how you feel about this disappointment and what you want to do about it. For example, is this something you feel an urgency to fix? Or is it something you're ok leaving as is for the time being? How much of an impact did it have on the rest of your year? Were there unexpected side effects of this happening? DisappointmentsCategoryWhat went wrong?How do you feel about it?Broke my habit of going to the gym a minimum of 3X per weekHealthEverything has a tradeoff. The unfortunate side effect of focusing on my career growth was that my personal health suffered slightly. This is something I want to change. Health is one of my core values and I want to give it more of a focus next year. Part 3: What did you learn? At this point, you've set the stage to distill the successes and disappointments of the past year into clear lessons to take with you. A personal annual review is as much about action as it is reflection. What did you learn in 2020 that you can use to set smarter goals for 2021? What did you learn in 2020 that you can use to set smarter goals for 2021? Looking through the above sections, you'll probably see some common threads. Do you feel accomplished when you hit work milestones but disappointed with how it took away from other areas of your life that you value? Maybe a lesson learned is that balance is more important than arbitrary milestones. Or, maybe the lesson you take away is that you're willing to de-prioritize some aspects of your life while you focus on career growth. Try to write at least 3 lessons you've learned over the past year, each with a short description, context, and how you want to apply it moving forward. LessonContextWhat are you going to do with this knowledge?Balance is more important to me than hitting arbitrary milestones at work.Last year, I sacrificed growth in personal areas of my life, like health and creativity, in order to hit work milestones. But while it felt good in the moment to make progress, I ultimately was left disappointed in myself for making the tradeoff. In 2021, I will set aside time each day after work to focus on some personal task, hobby, or practice that I find valuable. Try to look for varied examples. If it helps, here's a list of potential categories of lessons you might want to consider: WorkHealthFriends and familyTravelLearningFinances Part 4: What is your 'theme' for 2021? This is where the personal annual review starts to get fun. Using the lessons and action plans you just wrote down it's time to look to the future and set some high-level expectations of what you'd like to achieve in 2021. You can break this section down into a few different levels: Purpose: Where do you want to focus your time and energy the most this year? Fill out this sentence: This year, my main focus will be on \_\_\_\_\_. Outcomes: When you look back on 2021, what are 2-3 big accomplishments you'd ideally like to achieve? Alongside these 'big goals' what are some smaller 'must haves' that you need in order to feel successful? Answer this question: At the end of 2021, I will have accomplished: \_\_\_\_\_. Theme: What is this the 'year of' for you? Is it the year of connection? Experimentation? Creativity? Try to find a single theme that brings together all of your dreams and wishes that you can use as a lens to choose your priorities in the coming year. Complete this phrase: 2021 is the year of \_\_\_\_\_. (Optional) Set actionable goals for your year's outcomes and priorities. Big goals are fun to think about but harder to act on. For each outcome you want to achieve, spend a few minutes deciding what category it's under, what specifically you want to achieve (try to use the SMART goal system), what actions are required, and when you want to accomplish it. OutcomeCategoryAction requiredDeadlineWhat do you want to accomplish?What category is this goal under?What steps are required to accomplish this goal?When will you ideally complete it? With the right approach you can turn even the worst year into a powerful learning experience Even if you somehow avoided all the garbage 2020 threw at the world, there's no avoiding the fact that this was a year of uncertainty and stress. However, by taking a few minutes to reflect on your personal successes and misses you can help reframe 2020 as a positive experience you can take with you into the future. Lastly, self-reflection doesn't have to be limited to just the end of the year. If you'd like to learn more about the power of regular reviews (and how to do them), check out our guide here:

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