



PAUL NEFF

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## Development Review

Annual Development Reviews are a useful tool to help an employee understand how they are performing based on set standards. Below is an example of elements included in a review, which can be further adjusted to your needs.

### PK PARTNERS, INC. - DEVELOPMENT REVIEW

**Name:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Anniversary Date:** \_\_\_\_\_

**Amount of last Increase:** \_\_\_\_\_

Complete all sections below to the best of your ability, providing one copy to your Supervisor and keeping one for yourself.

Attach a master list all of your existing responsibilities. List below any responsibilities that have changed from your last review.

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**ACCOMPLISHMENTS:** List your accomplishments since your last Development Review. Compare these with the things you set out to accomplish. You may want to

begin with what you feel good about and then move down the list to those areas you would like to have seen turn out better.

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**BARRIERS:** What barriers have you faced that hindered you from accomplishing your responsibilities? These may include personal barriers, barriers as a result of other's behaviors, or barriers as a result of certain structures set up within the company.

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**OPPORTUNITIES FOR IMPROVEMENT:** List opportunities for improvement in the upcoming year. These may include any number of changes, such as more communication, clearer expectations, more work with others, etc. When you make this opportunities list, think about how your supervisor might be of better assistance to you and how you might be of greater assistance to your supervisor or the overall team in accomplishing common tasks.

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Review the opportunities indicated on your last review and score your success/accomplishment on a score of 1-10:

Opportunity \_\_\_\_\_ Score \_\_\_\_\_

Opportunity \_\_\_\_\_ Score \_\_\_\_\_

Opportunity \_\_\_\_\_ Score \_\_\_\_\_

Opportunity \_\_\_\_\_ Score \_\_\_\_\_

Provide a brief comment as necessary regarding the above.

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**GOAL SETTING and TRAINING ACTION PLAN:** In the context of service at PK Partners, in what specific areas would you like to grow, develop, or improve? This may include ways to expand your job, how to create more challenges, or improve the effectiveness of your team.

- a. After you and your supervisor have agreed on mutual goals, together you should list the target dates for accomplishment. (Training Action Plan is on the next page.)

<b>Goals</b>	<b>Target Date</b>	<b>Date Completed</b>
_____		
_____		
_____		
_____		
_____		

Review your previous goals and score your success on a scale of 1-10.

Previous Goal \_\_\_\_\_ Score \_\_\_\_\_

Look at your scores above and provide a brief comment as necessary.

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b. Please also develop action plans for areas in which you would like to have more training or education. This may include training on the job or in a more formal setting.

Goals	Target Date	Date Completed
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**FOLLOW-UP:** An effort will be made to arrange a time for you and your supervisor to complete this review within two weeks from the date it is submitted for consideration. List below the date on which you would like to accomplish this review.

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Keep one copy; the reviewer keeps the other in a confidential file.

REVIEWER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_