

Employee Evaluation Discussion Points

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Discussion Points

- **Performance Overview:** Discuss overall performance and achievements.
- **Goals Accomplished:** Highlight specific goals met during the evaluation period.
- **Areas for Improvement:** Identify areas where improvement is needed.
- **Skills Development:** Discuss opportunities for professional development.
- **Feedback from Peers:** Include relevant feedback received from colleagues.
- **Future Goals:** Set objectives for the upcoming evaluation period.
- **Support Needed:** Determine what support the employee needs to succeed.

Additional Comments: [Insert any further comments or observations]

Thank you for your dedication and hard work!