

Employee Review Dialogue Template

Date: _____

Employee Name: _____

Position: _____

Reviewer Name: _____

1. Introduction

Welcome to your performance review. The objective of this dialogue is to reflect on your achievements, areas for improvement, and set goals for ongoing development.

2. Achievements

Discuss specific achievements since the last review:

- Achievement 1: _____
- Achievement 2: _____
- Achievement 3: _____

3. Areas for Improvement

Identify areas for improvement:

- Area 1: _____
- Area 2: _____
- Area 3: _____

4. Goals for Improvement

Set specific goals for ongoing improvement:

- Goal 1: _____
- Goal 2: _____
- Goal 3: _____

5. Closing Remarks

Any final thoughts or comments?

6. Signature

Employee Signature: _____

Reviewer Signature: _____