

## Performance Review Meeting

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Performance reviews can be the most productive conversation you have all year. Preparation is key! See Elevate's 4 part Preparation Checklist to keep you prep as efficient as possible. A performance review is meant to be a two-way conversation, an opportunity to understand what supported and impacted performance and identify opportunities for development. When it's time for the conversation, start with positive feedback, then move to the constructive and lastly focus on development goals. Good luck!

**Overall performance**

Summary:

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Next Steps:

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**Themes**

Summary:

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Next Steps:

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### FEEDBACK

**Positive feedback**

Summary:

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Next Steps:

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**Constructive feedback**

Summary:

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Next Steps:

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**The 'one' thing**

Summary:

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Next Steps:

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### FOLLOW UP

**Development opportunities**

Summary:

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Next Steps:

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**Schedule development goal meeting**

Summary:

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Next Steps:

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