**CHECKIT PERFORMANCE REFLECTION**

*NOTE: Any text in* ***purple*** *are notes and hints for designing your app, and* ***should not appear*** *in the app or generated template*

Performance Reviews are a chance to reflect on both the good and bad of the past quarter and reset for the next quarter. This performance review process is designed to maximise efficiency in the process (e.g. avoiding unnecessary meetings where possible) and encourage independent, critical reflection. It is also designed with the purpose of providing an equal voice to both the direct report and manager, with feedback from both parties included in the final report.

Where possible you should regard this as a ‘living document’ that should be revisited and re-evaluated together with your manager regularly over the quarter. For more details on our methodology and approach, click [here](https://rework.withgoogle.com/)

|  |  |
| --- | --- |
| **SECTION 1: DIRECT REPORT DETAILS** | |
| **Name:** | [insert text here] |
| **Email:** | [insert text here] |
| **Department:** | User to Choose from a dropdown of: P&C, Customer Service, Product Engineering, Finance, Legal, Marketing, Executive Team |
| **Position Title:** | [insert text here] |
| **Performance Manager:** | [insert text here] |

|  |  |
| --- | --- |
| **SECTION 2: REFLECTION OF PAST QUARTER + REMUNERATION** | |
| **Q1: Which goals were you able to achieve? What factors helped you achieve these goals?** | |
|  | **Direct Report Reflection** |
| [insert text here] |
| **Q2: Which goals were you unable to achieve? What factors contributed to this?** | |
|  | **Direct Report Reflection** |
| [insert text here] |
| **Q3: Would you like remuneration to be discussed in this round of Performance Reviews?** | |
|  | **Direct Report Reflection** |
| [insert text here] users asked to choose between Yes or No |
| **Q3.1: If yes, please provide further details around your expectations.** | |
|  | **Direct Report Reflection** |
| [insert text here] This question is only shown to the direct report if they answer ‘Yes’ to Q3.   If the direct report answers ‘Yes’ to question 3, the Manager is shown the direct report’s response to Q3.1 and is also shown the following note in their section of the app:  **ADVICE:** Your direct report has requested that their remuneration be reviewed. The P&C strongly recommends holding a private 1:1 meeting to discuss this with your direct report. The comment section below should only be used to provide a summary of the discussion in the 1:1**.** |
| **Manager Feedback** | |
| [insert text here] | |

Hint: To help the manager give feedback, make the direct report’s responses appear (underneath the respective question) on the manager’s feedback form after the workflow block

Remember that the manager’s feedback is a general comment on the section – they do not need to provide individual comments in response to every question the direct report answers.

**SECTION 3: GENERAL PERFORMANCE REFLECTION**Please reflect on your general performance, providing specific examples in the comments section where possible.

Note: when providing their ratings, the manager should see the direct report’s self-ratings. This is the only section of the performance review which will utilise the TABLE block

|  |  |  |
| --- | --- | --- |
| **Performance Aspect** | **Self-Rating** | **Manager Rating** |
| **Quality of Work** | Choose b/w Excellent, Good, Fair, Poor for each | Choose b/w Excellent, Good, Fair, Poor for each |
| **Job Knowledge** |  |  |
| **Productivity** |  |  |

**SECTION 4: SETTING GOALS FOR NEXT QUARTER**

**When nominating & setting goals, try to make them SMART:**

|  |  |  |
| --- | --- | --- |
| **S** | Specific | *Is the goal clear? The more detailed, the better.* |
| **M** | Measurable | *How can you tell if you’ve reached the goal or not?* |
| **A** | Action oriented | *What actions will you take to try & achieve this goal?* |
| **R** | Relevant & Realistic | *How does it align with our broader objectives? Is it realistic?* |
| **T** | Time bound | *When you will accomplish the goal by?* |

|  |  |
| --- | --- |
| **Goal** | **For Next Quarter** |
| **GOAL 1** | [insert text here] |
| **GOAL 2** | [insert text here] |
| **GOAL 3** | [insert text here] |

Hint: The information above around SMART goals should be shown to users in the app – try using tips to make it happen