

G.O.O.D. PERFORMANCE REVIEW

PURPOSE

Use this template to help guide an effective one-on-one conversation.

Goals:

- What long-term goals have we agreed to?
- How have things gone since we last spoke?
- What are our plans until next time?

Obstacles:

- What's standing in your way?
- What have I noticed getting in your way?
- What can I do to help? What can you do?

Opportunities:

- What are you proud of that people don't know about?
- Do you feel you're growing toward where you want to be?
- What could we do to make this your dream job?

Decisions:

- What actions will you take before next time?
- What actions will I take before next time?
- What others big decisions did we make?

G.O.O.D. Feedback is:

Specific

Can you give me an example?

Frequent

Wish I'd known this sooner.

Outcome-Focused

Why does this matter?

Positive

What am I doing well?

Conversational

When do I get to talk?