TEAM PERFORMANCE REVIEW

PURPOSE

Use this template to build trust by creating an open feedback culture among teams.

Good:

Employees voice opinions privately or with HR and managers react accordingly.

Best:

Teams discuss openly, sharing roadblocks and hardships they experience, and the group creates a joint solution.

Reflect on the past:

- Any individual and/or team highlights worth sharing?
- Any individual and/or team lows worth sharing?
- Review team goals and objectives. *(monthly, quarterly, annually)*
- Review company goals and objectives. *(monthly, quarterly, annually)*
- Review company mission, vision, and purpose.
- Celebrate wins and successes.

Make a plan:

- What individual goals could you set that would help assist overall team or company goals?

Look to the future:

- How can you contribute to other projects or tasks for which our team is responsible?

QUANTUM
W O R K P L A C E