



The University of Iowa
CHECKLIST FOR PERFORMANCE REVIEW

EMPLOYEE'S NAME: _____ TITLE: _____

SUPERVISOR'S NAME: _____ DEPARTMENT: _____

REVIEW PERIOD: _____

AGENDA	CHECK WHEN COMPLETED
<ul style="list-style-type: none">▪ Discuss the employee's primary responsibilities; ensure accuracy with current job description. Discuss how those responsibilities relate to overall unit objectives.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss employee's strengths/areas for growth in general performance related to job knowledge, teamwork and communication, reliability and commitment, judgment and customer service.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss or review significant accomplishments from the past year, review previous annual goals.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss possible ways to improve individual and unit level performance.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss possible barriers to effective work performance and job satisfaction in the past year.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss and come to agreement on employee goals for the next review period.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss long term career goals and development needs to achieve them.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss employee's feedback/suggestions for supervisor.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Discuss any other items that the employee or supervisor would like to address.	<input type="checkbox"/>
<ul style="list-style-type: none">▪ Complete Performance Review forms. Attach supplementary documents: employee self-evaluation, position-specific factors, plan for improvement, or other accompanying documentation of performance.	<input type="checkbox"/>

Goals from previous review period and whether or not they were able to be achieved:

Goals for next review period:

General Comments:

Please attach additional remarks as needed.

Signature: _____

Signature: _____

Date: _____

Signature does not necessarily mean agreement, rather that the document has been discussed and reviewed.