

# Performance Review Checklist for Team Leaders

A **performance review checklist** for team leaders ensures a thorough and consistent evaluation process, focusing on leadership skills, team achievements, and areas for improvement. Utilizing this checklist helps in setting clear expectations and fostering professional growth. It serves as an essential tool to drive team success and individual development.

- **Leadership & Communication**

- Demonstrates effective communication with team members
- Provides clear direction and sets team goals
- Promotes open dialogue and feedback within the team

- **Team Achievements & Productivity**

- Monitors and reports team progress toward targets
- Recognizes and celebrates team accomplishments
- Allocates resources efficiently for optimal team performance

- **Coaching & Development**

- Supports individual growth and professional development
- Provides regular feedback and guidance
- Encourages training and upskilling opportunities

- **Problem Solving & Decision Making**

- Addresses challenges and conflicts promptly
- Involves team in decision-making processes
- Implements effective solutions to team challenges

- **Goal Setting & Action Planning**

- Sets SMART goals with the team
- Reviews past objectives and outcomes
- Develops clear action plans for improvement

- **Feedback and Documentation**

- Solicits feedback from team members and stakeholders
- Documents key achievements and areas for improvement
- Prepares written summary of the performance review

- **Follow-up**

- Schedules follow-up meetings to monitor progress
- Adjusts action plans as necessary based on ongoing feedback

