

Performance Review Checklist for Improvement Plans

A comprehensive **performance review checklist** ensures all critical areas are evaluated for creating effective improvement plans. It helps managers identify employee strengths and weaknesses, fostering targeted growth opportunities. Utilizing this checklist promotes clear communication and continuous development within the team.

- **Job Knowledge & Skills**

- Assess understanding of tasks and required skills
- Identify areas for skill development or training

- **Quality & Accuracy of Work**

- Review consistency and reliability in deliverables
- Document instances of errors or high-quality work

- **Productivity & Efficiency**

- Track completion rates of assignments
- Note use of time management techniques

- **Communication Skills**

- Assess clarity and effectiveness in conversations and written forms
- Evaluate listening and feedback abilities

- **Teamwork & Collaboration**

- Note willingness to cooperate and assist others
- Assess ability to handle conflicts constructively

- **Initiative & Dependability**

- Record examples of proactive behavior
- Evaluate punctuality and reliability

- **Goals & Objectives**

- Review progress towards previously set goals
- Identify barriers to achievement

- **Training & Development Needs**

- List critical skills for future performance
- Suggest targeted training programs

- **Feedback & Action Plan**

- Offer balanced, constructive feedback
- Collaborate on a clear, actionable improvement plan

- **Follow-up & Review Schedule**

- Set specific timelines for periodic check-ins
- Establish criteria for measuring progress

This checklist can be adapted to suit specific departmental needs or organizational goals. Include measurable metrics for best results.