UPWARD REVIEW

Illustrative examples shown

Name of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rating scale:

(1) Does not meet expectations; (2) Meets expectations; (3) Exceeds expectations; (4) N/A

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| --- |
| **Core Values 1 2 3 4**  |
| ​Seeks input from all team members |
| Demonstrates inclusive behavior  |
| Encourages employees to lead with company values at top of mind  |

|  |
| --- |
| **Problem Solving 1 2 3 4**  |
| Is a reliable and committed team member |
| Demonstrates compassion and respect for others  |
| Managers personal and work-related stress |

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| --- |
| **Communication Behaviors 1 2 3 4**  |
| Outlines employee expectations |
| Their feedback is objectives and accompanied by clear examples |
| Uses tone, pace, eye contact, and body language to enhance delivery  |

|  |
| --- |
| **Leadership Behaviors 1 2 3 4** |
| Demonstrates effective knowledge, ability, and experience in their role |
| Fosters a sense of connection and belonging |
| Clearly explains how change will impact the team  |

UPWARD REVIEW

Illustrative examples shown

Name of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What can your manager do to help you feel more engaged in your

 work?

t

In what ways does your manager set you up for success?

t

t

What are your managers biggest strengths that help you develop? What is one area where your manager could improve?