

Performance Review Meeting Agenda Template

Meeting Title: [Employee Name] - Performance Review Meeting **Date:** [Insert Date]
Time: [Insert Time]
Duration: [30–60 minutes]
Location/Link: [Meeting Room / Video Call Link]
Facilitator: [Manager's Name or HR Rep]

1. Welcome & Purpose of the Meeting (5 minutes)

- Set a positive and open tone
- Brief overview of the meeting's objective
- Reinforce that the goal is growth and development

2. Employee Self-Evaluation Summary (5–10 minutes)

- Discuss key points from the self-assessment
 - Highlights and achievements
 - Challenges and self-identified areas for improvement

3. 360-Degree Feedback Overview (10–15 minutes)

- Share a summary of feedback received from:
 - Peers
 - Direct reports (if applicable)
 - Managers
- Highlight common themes, strengths, and areas for growth
- Clarify any feedback, if needed

4. Manager's Evaluation (10 minutes)

- Share manager's overall assessment
- Discuss performance against role expectations/goals
- Acknowledge contributions and any concerns

5. Development Plan & Goal Setting (10–15 minutes)

- Identify 2–3 key development areas based on feedback
- Set SMART goals for the next review cycle
- Agree on support and resources needed (e.g., training, mentorship)

6. Open Discussion & Questions (5 minutes)

- Allow the employee to ask questions, express thoughts, or request clarification
- Reiterate the collaborative nature of the review process

7. Next Steps & Follow-Up (2–3 minutes)

- Confirm documentation and timelines
- Schedule next check-in or mid-cycle review
- Encourage continuous feedback between cycles

Notes: [Leave space for additional comments, agreements, and action items]