

Productivity Review

Name: _____

Reviewed with: _____

Date review started: _____

Date for review follow up: _____

Primary Job Expectations/Responsibilities:

Completed in discussion with employee at start of review

Newly assigned or ongoing task	What is required to accomplish this successfully?

Employee's Estimated Time Required: _____

Due: _____

Actual Time Taken: _____

Completed by the employee ongoing and before follow up

What supported or got in the way of success?

Discussion and planning with the employee at follow up

Maintaining success and/or taking corrective action