



Employee Review

Employee Name:

Date:

Please answer COMPLETELY! Do NOT write one or two word answers. Your answers will contribute towards your upcoming raise.

1. List any new skills/licenses that you have obtained since your last review that contribute to the success of this office.

2. What are your favorite things/skills to do in the office? In other words, what are you best at?

3. What skills set you apart from your coworkers? In other words, what do you contribute that no one else does?

4. What skills do you think you need to improve upon?

5. What new skills that contribute to the success of the office would you like to learn about in the upcoming **month**?

6. What new skills that contribute to the success of the office would you like to learn about in the upcoming **year**?

Manager Notes:

Raise potential for this review:

After 30 days, the manager and employee meet again to determine if the employee successfully learned AND mastered the required new skill(s). Have the goals been met?

Total raise: