

COPS Baseline 5-9: Performance Review

ABSTRACT

Effective leadership requires regular meaningful communication between all employees and their supervisors and the setting, monitoring of goals and objectives at frequent intervals.

The Performance Review Easel Sheet is a very simple and usable form that not only encourages 2-way communication between supervisors and their reports but provides documentation and on-going monitoring. The form can be used at a regular time interval (monthly, quarterly, etc.) or at random, plus used for career minded goals, project specific or task goals. The suggested process in using the form requires input from both Supervisor and Report thus helping to create mutually agreed upon and objective expectations.