





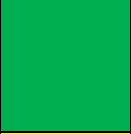
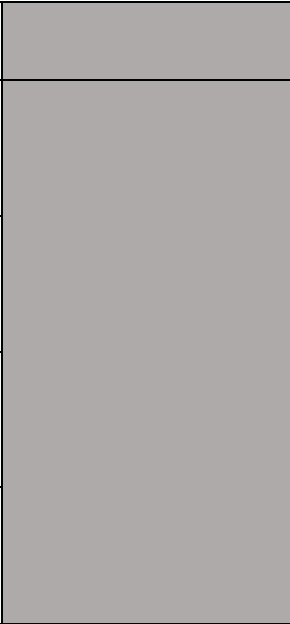
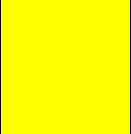
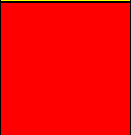
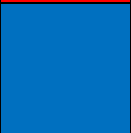

Performance Feedforward

Employee Name:		Job Title:		Feedback Period
Immediate Supervisor:		Job Title:		to

Key Job Categories

List the three most important for this employee during this period.
Use bullet points to list what the employee should continue, correct, and/or stop.

Category	Continue, Correct, Stop	Overall
		 <p style="font-size: small;"> Green = Overall, achieving supervisor's expectations Yellow = Overall, not quite achieving supervisor's expectations Red = Overall, immediate change needed to meet supervisor's expectations Blue = Does something significant to far exceed supervisor's expectations </p>

Performance Feedforward				
Employee Name:		Job Title:		Feedback Period
Immediate Supervisor:		Job Title:		to
Corporate Expectations				
Use bullet points to list what the employee should continue, correct, and/or stop.				
Customer Service				
Collaboration				
Values				
Supervisor's Overall Indicator				
At this time, my overall description of your job performance is:				
	You perform your job well. I depend on you to do complete and accurate work. Your work-related interactions add to the success of our department and our mission.			
	While you meet some of my expectations, you are not yet performing at the level required for you to be successful overall. It is important for you make adjustments to be successful overall.			
	It is important for you to make immediate improvements to meet the performance expectations for your position. The manner or method of your work must change for you to succeed.			
	You did something far and above my expectations. You produced at level significantly above the norm or made a rare, unique contribution to our mission.			
Supervisor Signature/Date				
Manager Signature/Date				

Performance Feedforward

Employee Name:		Job Title:		Feedback Period
Immediate Supervisor:		Job Title:		to

Employee Take-Aways

List or comment on the actions you will take as a result of this discussion.

Employee Signature/Date			
Human Resources			