

G.O.O.D. Performance Review

Use this template to help guide an effective one-on-one conversation

GOALS

- a. Did the employee accomplish their short-term goals?
- b. Has the employee made progress toward their long-term goals?
- c. What are the goals the employee should work toward going forward?
- d. How do those goals align with the company's goals?

OBSTACLES

- a. What obstacles has the employee encountered?
- b. What can the employee do better to tackle future obstacles?
- c. How can the manager help the employee deal with obstacles?

OPPORTUNITIES

- a. Is the employee making progress toward their career goals?
- b. How could the company better support the employee?

DECISIONS

- a. What should the employee do before the next review?
- b. What will the manager do before the next review?

G.O.O.D. Feedback is:

Specific

Can you give me an example?

Frequent

Wish I'd known this sooner.

Outcome-Focused

Why does this matter?

Positive

What am I doing well?

Conversational

When do I get to talk?

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Clifford Lane



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