

<u>S.no</u>	<u>Actions</u>
1	Set a date for the evaluation
2	Request a self-evaluation
3	Allow sufficient time for the meeting
4	Prepare a list of expectations to discuss
5	Review the employee's primary responsibilities
6	Discuss the employee's strengths and areas for growth
7	Review significant accomplishments from the past year
8	Discuss possible barriers to effective work performance and job satisfaction
9	Review long-term career goals and development needs
10	Plan employee goals for the next review period
11	Verify that employees have the resources to accomplish their goals
12	Pay attention to the employee's body language

Checklist		
Status	Assigned to	Notes
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		
Achieved		