# 1-2-1 Employee Evaluation Review

**Employee and Manager Responsibilities before the review meeting:**

1. Review form should be handed out in the first week of the month of review.
2. The Manager and Employee fill the "Employee Rating" field using Red, Green and Yellow markers.
3. The Manager and Employee each enter the #'s for the second section before the meeting.
4. Schedule time during the employees 1-2-1 meeting to complete the review in the first two weeks of the month or quarter.
5. If there are changes for the next review make notes to talk about during your review.
6. Enter comments at the bottom of the page in the appropriate section.

**During the review:**

1. The Employee should run this meeting to go through their review; both of you should have Red, Yellow and Green markers. The use of color markers provides for greater emphasis.
2. During the meeting you should discuss the ratings. The manager has the final say on Red, Yellow and Green scores.
3. After each of the following sections, you should ask "Are there any issues to discuss during the review?"
    ➢ Job summary
    ➢ Employee values
    ➢ GWC (Does the employee Get it, Want it and Have the Capacity do the job they are assigned?)
    ➢ Score Summary
    ➢ Key Accountabilities
    ➢ What Went Well?
    ➢ What did not go well? What are the obstacles?
    ➢ Opportunities for improvement/Future Goals
4. If there are any issues they should drop to your 1-2-1 meeting list.
5. The Manager should document any changes which need to be made for the next review.
6. The Employee and Manager should sign the form and then have the next level manager sign to complete the review
7. Each of you should keep your copy of the review in your records.