

Each team member and each department head will fill this out for the meeting.

## Quarterly Performance Review

NAME

**Personal Priorities:**  
The conversation will revolve around the team member's five personal priorities and whether they met, exceeded, or did not meet expectations.

PERSONAL PRIORITIES	EXCEEDED	MET	DIDN'T MEET
<b>#1:</b> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>#2:</b> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>#3:</b> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>#4:</b> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>#5:</b> Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Next Opportunities:**  
Use this section to talk about what opportunities the team member has in the next quarter. This could be opportunities for improvement, growth, etc.

**Came prepared to Personal Priority Speed Checks?**

**NEXT OPPORTUNITIES**