# IPW, INC.

### Job Performance Review Guide

| CLIENT |
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| Client Name |  | Review Period |  |
| Case Number |  | Case Manager |  |
| Performance goals and objectives |
| Zero to 3 months | 3 to 6 months | 6-9 months |
| * Become familiar with your department’s business goals.
* Work with your manager to define and document your goals. Include what you are expected to produce by your first review, activities needed to accomplish results, and success criteria.
 | * Make certain defined goals and criteria are realistic. Renegotiate if necessary.
* Are you focusing your time on the goals you committed to? If not, either work with your manager to change your goals or reevaluate how you spend your time.
 | * Review performance goals to see if you are on target. Reprioritize work accordingly.
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| Notes/Actions |  |
| Skills and knowledge development |
| Zero to 3 months | 2 to 6 months | 6-9 months |
| * Understand the specific skills and knowledge you need. Use the job profile as your guide.
* Build a skill development plan based on the goals agreed to by you and your manager.
* Complete the new administrator orientation.
 | * Attend one of the sessions in the Administrator certification program. See the training resource site for courses.
* Review your development plan and suggested curriculum for additional skills and training.
 | * Attend at least one more session in the Administrator certification program.
* Create a timeline with associated tasks that you will follow in order to attain the skills outlined in your personal development plan.
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| Notes/Actions |  |
| Processes and Methods |
| Zero to 3 months | 3 to 6 months | 6-9 months |
| * Familiarize yourself with work processes and methods used in your job. Be clear on who owns those processes and how you can support process goals.
* Set clear timelines for task due dates. Keep timelines up to date.
 | * Identify and eliminate unnecessary variation in the way you perform work processes.
* Ensure that your work responsibilities are clear, defined, and realistic.
 | * Get to know the people who work cross-functionality in common work processes.
* Seek to simplify any work processes in order to cut cycle time.
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| Notes/Actions |  |
| Feedback |
| Zero to 3 months | 3 to 6 months | 6-9 months |
| * Understand the different types of feedback and the ways in which you will receive feedback.
 | * Are you getting the feedback you need? Is feedback timely, specific, and frequent?
* Compare actual performance and expected performance.
 | * Are you giving feedback to others who need it?
* Compare actual and expected performance.
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| Notes/Actions |  |