

Performance Review Coaching Script

Hello [Team Member], I would like to thank you for your commitment and hard work during our last sprint. Your input has been instrumental, and your technical capabilities have been evident throughout the project. With that being said, there were a few cases when deadlines were not met, and specific deliverables had to undergo additional rounds of review. I would like to understand which aspects of your work, such as complex tasks, time constraints, and tool limitations, pose challenges so that we can collaborate to address these issues (Park et al., 2024). It is not a matter of criticizing but rather a matter of helping with your development. We will assist in splitting your workload, creating better milestones, and, if necessary, pairing you with a peer mentor or external resources (SANDUA, 2024). We will work together to set modest goals for the next sprint and discuss your progress during our next one-on-one meeting. I see you as an opportunity for growth and would like to see you succeed in our team.

References

- Park, S., Vishwabhan, S., Muller, M., & Karger, D. R. (2024). "I Really Need Your Help with This Work...": A System for Navigating the Tricky Terrain of Managing Up by Leveraging One's Motivation to Get Things Done. *ACM Transactions on Computer-Human Interaction*, 31(4), 1-36. <https://dl.acm.org/doi/abs/10.1145/3652603>
- SANDUA, D. (2024). *LEARN TO MANAGE TIME: TECHNIQUES TO MAXIMIZE YOUR DAILY PRODUCTIVITY*. David Sandua.
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