

Questions

Question

What tasks has the member been performing?

Manager

Question

List the skills acquired or further developed by the employee this month.

Manager

Answer

Question

List the trainings undertaken by the employee in this month. Categorize them under the following: On-the-Job (Department/Domain-related), Workday, L&D Classroom, LinkedIn Learning, and Other Miscellaneous.

Manager

Answer

Question

Please identify the member's areas of improvement. Suggest action items against each area of improvement that the member must take to improve his/her performance.

Manager

Questions

Answer

Question

Is the member’s performance satisfactory? [Yes/No]

Manager

Answer

Question

Enlist the expectation from the member in the upcoming month.

Manager

Answer