

Quarterly Performance Check-In

A lightweight one-pager for frequent reviews: goal progress, wins, blockers, and next-quarter priorities.

Fillable PDF · type directly into the fields, then save or print

EMPLOYEE	MANAGER	QUARTER / PERIOD	DATE
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GOAL PROGRESS

GOAL	ON TRACK	AT RISK	OFF TRACK	NOTES
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<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

What went well this quarter

What got in the way

Support needed from the manager

Development focus / opportunities for growth

TOP THREE PRIORITIES FOR NEXT QUARTER

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OVERALL PULSE

Ahead of plan
 On track
 Behind plan

Employee signature	Date	Manager signature	Date
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