HumanGround **Progress Review** Name________________________ Start date __________

__In general__. ***Bold/italics are important elements of the partnership. The Progress Review measures the progress the employee and the supervisor are making in employee goal achievement***. Goals should have been quanitfied and pro-rated to the various review dates. Actual results are paramount in a rating, but cooperation with others, attitude when receiving instructions, attendance, punctuality and attitude toward company management, clients/customers and fellow associates are also important.

__Changing goals__. ***Both employee and supervisor want better written goals over time.*** Redefining or re-quantifying goals during the year is acceptable, keeping in mind that there will be a record of the earlier versions of the goals. A goal that is completed mid-year should be replaced with a new goal that may or may not be completed in the same year.

__Ratings__. ***Both employee and supervisor are interested in better ratings***. The Review is an opportunity to do two things: to assess progress to date and to ***discuss ways that a "b" (below expectations) or even an "m" (met expectations) can be improved upon*** by the next review. A rating of "b" (below expectations) or "e" (exceeds expectation) requires documentation and commentary. Documentation is important. To ensure fairness, interim review dates can be scheduled to record latent achievement.

__Disagreements__. If the employee and supervisor disagree on a rating, the supervisor's assessment will be recorded. At the same time, the employee's reasons for dissent should be written and emailed to the Reviewer (copy to File). Documentation is important.

	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		
	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		
	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		
	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		
	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		
	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		
	reviewer	associate		reviewer	associate		reviewer	associate		reviewer	associate
m			m			m			m		
e			e			e			e		
b			b			b			b		

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