

Sue Smith: Performance Review

7/11/2008

Date & Initials: _____

Weighting*	Team Member Goals & Actions	Who	Year End Target	% Complete/ YTD	Status/ Variance	Due Dates	Performance (A*E)	Comments
	4.2.1 Hold online focus group to explore pricing and value of Premium package ()	Customer Service		50%		6/30/2008		Completed ahead of schedule.
	4.2.1.1 Organize participants for the first focus group	Sue Smith		100%		2-8-2007, 3/31/2008		
	5.1.1 Develop 15 minute "Basic Package" presentation (Accomplish)	Customer Service	100	10%		3/31/2008		
	5.1.1.1 Review existing presentations format for consistency	Sue Smith	100%	30%		7-1-2008, 7/31/2008		Comment 1 (6/1/07)
	5.2.2 Hire editor/writer for updates. ()	Customer Service		0%		9/30/2008		
	5.2.2.1 Review resumes on file	Sue Smith		100%		2-8-2008, 12/22/2008		
	12.1.2 Throw a party to kick off incentive program. ()	Customer Service		0%		9/30/2008		
	12.1.2.1 Determine budget for party	Sue Smith		50%		2-8-2008, 12/15/2008		Finish next week.
	12.1.2.2 Solicit ideas for theme, entertainment, catering	Sue Smith		0%		2-8-2008, 2/22/2008		

*Manager to weight the importance of each item. Distribute 100% across all items.