

Annual Employee Expectations Worksheet

Year: _____

Employee Name: _____

Manager: _____

Instructions: At the beginning of every year complete this exercise with each employee. Answer the questions separately, then schedule a meeting to discuss the answers and combine into one document. Review the document on a quarterly basis.

Part I: Employee's Expectations

1. What does success in this position look like to you?
2. What is your expectation of your manager?
3. What are your expectations of the company?
4. My strengths in this position are:
5. My needed development/growth areas in this position are:
6. What my manager does well:
7. What gets in my manager's way?



Part II: Manager's Expectations

1. What does success in the position look like to *(insert manager's name)*?
2. What are *(insert manager's name)* expectations of *(insert employee name)*?
3. *(Insert employee name)* strengths in this position are:
4. *(Insert employee name)* development/growth area in this position are:

Employee Name:

Signed (Employee)

Manager Name:

Signed (Reviewing Manager)

Date Discussed:

