San Mateo County Collaborative Performance Management System
Meaningful Goals. Motivated People. Maximum Results.

*Interim Review Meeting Agenda*

Employee Name__________________________________________

Date____________________________________________________

**Performance Goals**
- What is the status? On track? If not, why not?
- What are the successes? Challenges?
- Are there any changes to the goals? (i.e. new priorities, revised timelines, etc.)
- What additional support is needed? (From whom? By when?)

**Development Goals**
- What is the status? On track? If not, why not?
- What are the successes? Challenges?
- Are there any changes to the goals? (i.e. new priorities, revised timelines, etc.)
- What additional support is needed? (From whom? By when?)

**Performance Factors**
- What are the areas where the employee is performing well?
- What areas show recent improvement?
- What areas still need improvement?
- What expectations need to be clarified?

**Key Messages**
- What key messages about their performance do you want the employee to understand and leave with at the end of the meeting?

**Agreements/Next Steps**
- Who is expected to do what, by when?