Email Templates

# Gathering Feedback (w/ Self-Assessment)

I’m sure you saw Kurt’s emails last week about annual performance review season being upon us. I’ll be sending out a calendar invitation shortly.

Before we get too far along in the process, I want to make sure that our discussion is a collaborative one. I’d love for you to complete the attached pages as a self-assessment and send it to me by **DUE DATE**. That way, I can be sure not to miss any of your contributions this year and can know where to focus our discussion.

Thanks for your input! Here’s to ending the year strong.

# Gathering Feedback

I’m sure you saw Kurt’s emails last week about annual performance review season being upon us. I’ll be sending out a calendar invitation shortly.

Before we get too far along in the process, I want to make sure that our discussion is a collaborative one. To that end, I’d love for you to send me a 2-4 bullet points of the accomplishments you’re proudest of in 2018 and things you’d like to tackle in 2019. With that information, we’ll be set up to have a productive performance discussion.

To keep the process lightweight, please reply to this email and just fill in the spaces below:

2018 Accomplishments

1)

2)

3)

2019 Plans

1)

2)

3)

Thanks for your input! Here’s to ending the year strong.

# Days Before REminder

Your annual performance discussion is coming up soon! This is just a quick note to make sure we both come prepared to have a positive meeting.

I will show up with:

1. A completed 2018 Review
2. My ideas for your 2019 Goals
3. Your 2019 compensation update

You should show up with:

1. A completed ‘Professional Development’ section (*attached*)
2. Your ideas for your 2019 Goals

Let me know if there’s anything that I’m missing. Looking forward to having this sit-down with you!