

TEAM MEMBER: _____

DATE: _____

QUARTERLY PERSONAL DEVELOPMENT INTERVIEW - STAFF

1. What accomplishment(s) are you most proud of within your last 90 days?
2. What improvements need to be made within your department?
3. In the last 90 days, what have you positively contributed to your team & culture?
4. What are you doing inside and outside of the office to become a better person and be the best version of yourself?
5. What do you need to get better at both technically (work related) and personally?
6. KPIs we want to review:

Attendance/Tardies

PTO

Production

of Patients

Retention % of Office/Department

Google Reviews

Plan of action for the next 90 days:

MANAGER: _____

NEXT MEETING: _____

TEAM MEMBER: _____

DATE: _____

QUARTERLY PERSONAL DEVELOPMENT INTERVIEW - SUPERVISOR

1. Tell me about your successes or accomplishments you have had in your role during the last 3 months?

2. What would you like to see improve in your office?

3. What are some of the things you are doing that strengthen the culture of your office?

4. What are you doing personally to improve yourself and be the best version of yourself?

5. What specific team member are you currently focused on developing and how are you developing them?

6. KPIs we want to review:

of Patients

Retention % of Office/Department

Attendance/Tardies

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Plan of action for the next 90 days:

MANAGER: _____

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