

**Sample QUARTERLY PERFORMANCE FAST FEEDBACK TOOL**
**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directions:** Enter the appropriate number in the applicable box to rate performance as follows: **1=Unacceptable, 2=Needs Improvement, 3=Consistently Meets Expectations, 4=Consistently Exceeds Expectations.** Use the space provided to describe specific supporting examples.

Takes Ownership & Executes	1,2,3,4	Specific FEEDBACK/COMMENTS/EXAMPLES
<input type="checkbox"/> Completes actions and milestones on time in accordance with expectations/needs of customers. <input type="checkbox"/> Consistently models “act like an owner.” <input type="checkbox"/> Reinforces high standards to drive performance and holds peers accountable for behaviors and results.	_____ _____ _____	
Passion & Commitment to Growth and Excellence	1,2,3,4	Specific FEEDBACK/COMMENTS/EXAMPLES
<input type="checkbox"/> Systematic & rigorous in making timely decisions that support safe, reliable, and efficient rail operations. <input type="checkbox"/> Models the behaviors consistent with a strong safety culture. <input type="checkbox"/> Encourages candid dialogue and debate when safety issues are being evaluated. <input type="checkbox"/> Consistently demonstrates commitment to meeting and exceeding customer needs. <input type="checkbox"/> Understands and executes his/her role in meeting company Values, Vision and Strategic Initiatives. <input type="checkbox"/> Demonstrates intolerance for overdue actions; is a demanding partner.	_____ _____ _____ _____ _____ _____	
Bias for Action & Adherence to Processes	1,2,3,4	Specific FEEDBACK/COMMENTS/EXAMPLES
<input type="checkbox"/> Celebrates small wins! <input type="checkbox"/> Behaviors support building a Culture of Trust – having each other’s back. <input type="checkbox"/> Champions compliance with procedures and processes. <input type="checkbox"/> Proactively collaborates with peers to <i>find, understand, and fix</i> problems.	_____ _____ _____ _____	

**Accomplishments for current quarter:** (to be completed with input from the employee and supervisor)

- 1.
- 2.
- 3.

**I commit to the following developmental actions to support my continued improvement:** (to be completed by the employee)

- 1.
- 2.
- 3.

**My supervisor can help me/our team be even more effective by:** (to be completed by the employee)

- 1.
- 2.
- 3.

**Employee signature:** \_\_\_\_\_ **Supervisor signature:** \_\_\_\_\_