
Biannual Performance Review

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6-month check in for managers and employees to talk about strengths, areas for improvement, impact, and career goals.

IMPACT

- Performance against team and individual goals

Summary:

Next Steps:

- Ability to live out company values

Summary:

Next Steps:

- Major accomplishments in the last 6 months

Summary:

Next Steps:

PERSONAL

- Discuss your strengths (manager and peer feedback)

Summary:

Next Steps:

- Discuss your areas for improvement (manager and peer feedback)

Summary:

Next Steps:

- What's needed to help you improve?

Summary:

Next Steps:

- What are your professional goals for the next 6 months? Year?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared