



# BIG 5

REGULARLY SCHEDULED 1:1 PERFORMANCE REVIEW MEETINGS TO DISCUSS ACCOMPLISHMENTS & UPCOMING GOALS

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EMPLOYEE NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

*BIG 5 is a simplified performance review process that entails regularly scheduled 1:1 meetings between employees and their direct supervisor to discuss accomplishments and upcoming goals. The meetings are held at least every 3 months, and BIG 5 asks employees and managers to focus on two questions during these meetings: (1) What are your 5 most significant accomplishments since our last meeting? And, (2) What are your 5 biggest goals until next time?*

**Instructions:** *This form is for employees to document their BIG 5 accomplishments and upcoming goals and send to their supervisor prior to each BIG 5 meeting. Also, if employees have supportive information about their accomplishments, it's a great idea to attach that information along with this form and send to their supervisor prior to the meeting.*

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**MY 5 MOST SIGNIFICANT ACCOMPLISHMENTS SINCE OUR LAST MEETING:**

1.

2.

3.

4.

5.

MANAGER COMMENTS:

**MY 5 BIGGEST GOALS UNTIL NEXT TIME:**

1.

2.

3.

4.

5.

MANAGER COMMENTS:

**SIGNATURES** *(to be signed after the discussion once there is approval from the supervisor on proposed upcoming goals)*

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_