

QUARTERLY REVIEW PROCESS



Engagement Multiplier is committed to the ongoing support and development of all our team. Regular reviews with your leader will help you to 'slay some dragons and move some mountains', consistently move forward, learn from what's worked and what hasn't, and ultimately help you fulfil your potential. Every 90 days, you will benefit from a 90-day review where goals and mountaintops are agreed, as well as a mid-point check in to align on progress and course correct if necessary.

We have devised the structure outlined on the following pages to help facilitate an open, progressive discussion with your leader.

It's now time to take a step back and review your progress this quarter.

Tips - please read!

- Remember the '5Ps' - Proper Preparation Prevents Poor Performance! Take an hour out of your day to properly consider and complete this document.
- Be honest. All progress starts with telling the truth!
- When making a statement, where possible, use specific examples to support the conversation.
- BEMs and EMs - ensure your personal dashboards are up to date (they should be ☺). These provide useful supporting detail and context.
- When preparing for your mid-point check in, complete columns highlighted in blue. State in the appropriate columns whether you are on track and if you need help to complete your mountain tops by the end of the quarter.
- At the end of the quarter, complete the columns highlighted in green.

Complete this document and submit it to your leader not later than 2 working days ahead of your review meeting.

Meeting agenda

- Positive focus
- Review, discuss and align on progress against Mountain Tops
- Review, discuss and align on Experience Transformer
- Review, discuss and align on IFACE scores
- Review, discuss and align on Additional Feedback
- Agree actions arising
- Date of next meeting
- Positive focus

Section 5: Additional feedback

Feedback	Position @ mid-point	Position @ quarter-end
Looking back, what I would have done differently to create a more successful outcome		
Areas where I need additional support or training		
One word that describes how I feel about working at EM right now		
Any other comments or feedback you would like to provide		

Section 6: Actions arising

Position @ mid-point	Position @ quarter-end

Section 7: Next quarter's mountain tops

The mountaintops I will achieve next quarter are:
1.
2.
3.
4.
5.
6.