

# Performance Review Preparation

Data-backed contribution summary worksheet

REVIEW PERIOD FROM

**MM/DD/YYYY**

REVIEW PERIOD TO

**MM/DD/YYYY**

ENGINEER NAME

**Your Name**

TEAM

**Team Name**

MANAGER

**Manager Name**

## Important Note

Remember: These metrics are conversation starters, not scorecards. Focus on patterns, growth, and impact—not raw numbers.



## Contribution Summary

PRs Created

PRs Merged

Reviews Given

Comments Written

Commits

Lines Changed



## Key Projects & Accomplishments

Major features, bug fixes, or improvements you delivered

1 Project or accomplishment...

2 Project or accomplishment...

3 Project or accomplishment...

4 Project or accomplishment...

5 Project or accomplishment...



## Technical Growth

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### New skills learned

Technologies, tools, methodologies, or domain knowledge acquired...

### Technical challenges overcome

Difficult problems you solved, complex bugs fixed, architectural decisions made...

### Areas for continued development

Skills or knowledge areas you want to improve...



## Collaboration & Impact

### Mentoring/helping others

Code reviews, pair programming, onboarding, knowledge sharing...

### Cross-team collaboration

Projects involving other teams, stakeholder communication, coordination...

### Process improvements suggested

Workflow improvements, tooling suggestions, documentation contributions...



## Self-Assessment

### What went well this period?

Successes, achievements, things you're proud of...

### What could have gone better?

Challenges faced, lessons learned, areas for improvement...

### What support do you need?

Resources, training, tooling, or guidance that would help you succeed...



## Goals for Next Period

1 Goal...

2 Goal...

3

Goal...

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## Manager Notes

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For manager to fill during review discussion

Feedback, discussion points, action items, development plan...

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