

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

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...



Manager Notes

For manager to fill during review discussion

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

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