

Performance Feedback Discussions

Done for You System & Forms



Retain & Grow Pet Care Professionals

By The Dog Gurus





Performance Feedback Discussions

The PDF documents include fillable spaces for easy completion. The Rowdy Rover Retreat logo can be replaced with yours using Adobe Acrobat. Click on the logo and follow instructions to change to your logo graphic file.

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All Counselors
30 Day Introductory Period Feedback

Employee Name:
Job Title:
Supervisor:

Feedback Date:
Hire Date:
Feedback Period:

Role Clarity Discussion Prompts:

SAMPLE

1. What are your favorite parts of this job?
2. What are your least favorite parts of this job?
3. Are the responsibilities of your role what you expected? Why/why not?
4. What excites you the most about your day-to-day responsibilities?

Training, Tools and Resources Discussion Prompts:

1. Do you have the resources and tools you need to perform your job?
2. What resources and tools could help you perform your job better?
3. Do you have all the information needed to do your job effectively?
4. What feedback do you have for us on your onboarding and training process? How can we improve?
5. How can I help you succeed in this job?

Performance Feedback Process Discussion Prompts:

Aligned with your Pet Guru College training the following are the high-level job performance categories that will be discussed in quarterly performance feedback sessions going forward. The attached detailed list of job knowledge, skills and soft skills in each category provides the specifics of how you will receive feedback on your performance. The role handout also includes definitions of our feedback scale that has been designed to provide clear communication on how you can achieve job success in your role.

Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Improvement Needed
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Job Knowledge
Job Technical Skills
Soft Skills & Communication
Demonstrates Behavior Aligned
with Business Mission and Core
Values

All Counselors
Performance Feedback Discussion Self-Assessment

Employee Name:
Job Title:
Supervisor:

Feedback Date:
Hire Date:
Feedback Period: -

Rate Your Overall Performance

Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Improvement Needed
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Job Knowledge
Technical Skills
Soft Skills

Demonstrates Behavior Aligned
with Business Mission and Core
Values

What is going well in your job role?

SAMPLE

Why?

What accomplishment from the last quarter are you most proud of?

What impact has your performance had on your team?

**All Counselors
Feedback Soft Skills**

Employee Name:
Job Title:
Supervisor:

Feedback Date:
Hire Date:
Feedback Period: -

Productive Personal Work Ethic Traits

	Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Improvement Needed
Punctual				
Disciplined				
Productive				
Dedicated				
Reliable				
Respectful				
Professional				

Behavior Demonstrated

(Provide example of behavior observed for traits that score highest and lowest):

SAMPLE

Good Team Player Traits

	Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Improvement Needed
Kind and Positive				
Solution Focused				
Open and Assertive Communication				
Open to Feedback				
Exhibits a Commitment to Company Vision, Culture, Decisions and Compliance with Policies & Procedures				
Focuses on Achieving Company Results of Care Quality for Pets and Happy Clients				
Holds One Another Accountable				

**Daycare Counselor
Feedback Technical Job Knowledge**

Employee Name:
Job Title:
Supervisor:

Feedback Date:
Hire Date:
Feedback Period: -

Pet Care Housing, Equipment & Work Safety

	Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Improvement Needed
Managing Dogs in Enclosures				
Safe Handling				
Workplace Safety				

Knowledge Applied

(Provide example of knowledge application for traits that score highest and lowest):

SAMPLE

Pet Health

	Exceeds Expectations	Consistently Meets Expectations	Inconsistent in Meeting Expectations	Improvement Needed
Healthy Pet Attributes				
Recognizing Health Issues/Action				
Climate Control				
Safe Environment				
Nutrition Basics				
Tracking Eliminations				
Preventing Spread of Disease				

Knowledge Applied

(Provide example of knowledge application for traits that score highest and lowest):