



Name: \_\_\_\_\_

Team Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

# IN-OUT-HOT-NOT TEAM REVIEW



**IN: LIST PEOPLE WHO ARE NEW TO THE TEAM**

**ACTION: WELCOME AND CULTURE TRAINING**




**OUT: LIST PEOPLE WHO HAVE LEFT THE TEAM**

**ACTION: REQUEST FEEDBACK**




**HOT: LIST PEOPLE WHO ARE DOING GREAT**

**ACTION: RECOGNIZE AND CELEBRATE**




**NOT: LIST PEOPLE WHO ARE STRUGGLING**

**ACTION: OFFER ENCOURAGEMENT**
