

PERSONAL PERFORMANCE & DEVELOPMENT

NAME.....

JOB.....

DATE OF REVIEW

REVIEW CONDUCTED BY.....

PURPOSE

- To talk about and review your performance;
- Discuss future work and agree your objectives;
- Agree any training and development

Please complete Section 1 of this form before your review as it will be discussed during the meeting.

SECTION 1 – Review of your performance

To be completed by the employee before the review meeting.

1 What are the main tasks you have been involved in since your last review?

2 Summarise how well you have met your objectives and any achievements you are particularly proud of.

3 Are there any actions or objectives you have not achieved and if so, why?

4 Which parts of your role have you enjoyed the most and the least?

5 How well have you worked with your colleagues?

6 How supportive has your line manager been? Is there any further support you need from your manager or KPC?

SECTION 2 – Performance Review Summary

To be discussed and completed by the employee and manager during the review meeting.

1 Does your current job description accurately reflect your role – or have your duties changed?

2 What would you most like to achieve in the coming year?

3 Are there any extra skills or knowledge that would help you to improve your performance? (include any training / development)

4	Summary of agreed objectives, actions and training and other support for the next 6 months.
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SECTION 3 – Feedback summary

To be discussed during the review meeting and completed by the manager following the review.

Summary of employee's performance and any feedback provided:

Employee's signature.....

Manager's signature.....

Date.....