

# Performance Review



The aim of the performance review is to consider the individual's performance in general over the period in review relating in particular to agreed targets/objectives/standards of performance and to the existing job description.

## Details At A Glance

<b>Employee Name</b>	
<b>Job Title</b>	
<b>Date of Appraisal</b>	
<b>Department or Business Area</b>	
<b>Appraisal Period</b>	
<b>Person Conducting Appraisal</b>	

# Return To Work Interview



## Questions

What do you feel went well in the last 12 month period? What are you most proud of?

Which parts of the job has the employee performed most effectively?

How has this been achieved?

What action will be taken to build on the above strengths?

What obstacles do you face doing your job day to day?

Why was this?

What action will be taken to overcome the above difficulties? How as your employer can we help?

# Performance Review

## Overall Grading

<b>Constantly gives an outstanding performance in most areas</b>	
<b>Constantly gives more than an effective performance in all areas</b>	
<b>Gives an effective performance</b>	
<b>Sometimes gives an effective performance but some improvement required</b>	
<b>Constantly underachieving and less than effective in most areas of their job (review in three and six months)</b>	
<b>Too early to assess (review in six months)</b>	

## Additional Notes



# Performance Review Future Planning

What do you see as your most important goals for the coming year?

What additional knowledge or skills would help you to be more effective in your role?

What areas of career growth are important to you?

What do you need from me? / your line manager / your employer?

## Goals For The Year

	<b>Objective</b>	<b>Support</b>	<b>Target Date</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			



# Performance Review Future Planning

## Personal Development Plan

	Training, Learning and Development Need	Actions	Due Date
1			
2			
3			

<b>Employee Comments</b>

<b>Employer Comments</b>

Employee Signature \_\_\_\_\_

Manager Signature \_\_\_\_\_