### **Performance Review**

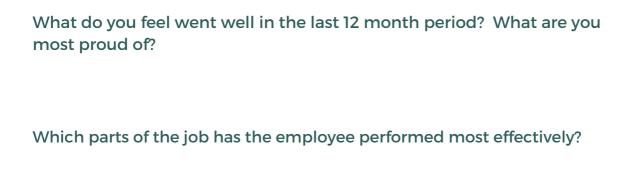
The aim of the performance review is to consider the individuals performance in general over the period in review relating in particular to agreed targets/objectives/standards of performance and to the existing job description.

#### **Details At A Glance**

Employee Name	
Job Title	
Date of Appraisal	
Department or Business Area	
Appraisal Period	
Person Conducting Appraisal	

#### **Return To Work Interview**

## Questions



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**

E Z H R

## **Overall Grading**

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

### **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**

	Objective	Support	Target Date
1			
2			
3			

# Performance Review Future Planning

**Manager Signature** 



## Personal Development Plan

	Training, Learning and Development Need	Actions	<b>Due Date</b>			
1						
2						
3						
<u> </u>						
Employee Comments						
Employer Comments						
Emp	Employee Signature					