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| Name |  | Job Title |  |
| Manager  |  | Manager Job Title |  |
| Anniversary Date |  | Date of Review |  |
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REVIEW OF LAST YEARS OBJECTIVES

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| Manager to outline:* those of last years objectives which were achieved successfully
* those which were partly achieved or did not meet timescales and why
* those which were not achieved and why
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| Objective | * **Achieved**
* **Partially Achieved**
* **Not Achieved**
* **Training Underway**
 | **Notes / Comments** |
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REVIEW OF LAST YEARS PERFORMANCE

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| Focus on recording examples of:* situations where the individual performed well / not so well – what lessons can be learned?
* where they have come across obstacles in the job situation or in their own skills that have prevented them from working effectively – if so what were they and how can they be overcome?
* where their effort was appropriately / inappropriately focused
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OVERALL PERFORMANCE RATING

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| r Exceeding Expectations r Satisfactory r Incomplete / Training required r Unsatisfactory Reason for rating: |

 OBJECTIVES FOR NEXT TWELVE MONTHS

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| Manager and employee to discuss and agree on objectives:* objectives from previous year which were partially achieved or not achieved
* new objectives
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| Objective | **Measure** | **Notes / Comments** |
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PROFESSIONAL DEVELOPMENT PLAN

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| What key skills and competencies are required to allow the individual to meet their job objectives this year and what is their current level of ability / confidence with each of these. |

PROFESSIONAL DEVELOPMENT PLAN CONTINUED

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| Based on the above, what specific training or development activities would enhance the employees ability to meet their objectives? *Consider not just training courses, but also activities such as mentoring, shadowing etc.*  |

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| **MANAGERS COMMENTS**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **EMPLOYEES COMMENTS**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Changes to Wages / Salary***

**Effective Date:**

**r No change r CPI Increase r Increase to $**

**r Other -**