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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 | | |
| 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 | | |
| 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 -**