

EXAMPLE - PERFORMANCE REVIEW

Name: _____ Job title _____

Period under review: From _____ To: _____

Date of review: _____ Reviewer's name: _____

Please note any changes in role from job description:

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PURPOSE OF REVIEW:

New member of staff objective setting
6 Monthly performance review

Completion of Project
Interim Review

Section 5 – PLEASE COMPLETE THIS SECTION WHEN ALL OTHER SECTIONS HAVE BEEN COMPLETED

APPRAISEE:

I have seen my completed Performance Review and agree that the above is an accurate record of the views exchanged in the meeting.

Signature: _____

Date: _____

REVIEWER:

Signature: _____

Date: _____

Please pass to the next senior manager for comment:

COUNTERSIGNING MANAGER:

Signature: _____

Date: _____

Section 1 – REVIEW AGAINST OBJECTIVES

<p>Performance Objectives</p>	<p>Summary of Performance Against Objectives</p>
<p>Development Objectives</p>	<p>Summary of Development Against Objectives</p>
<p>Other Achievements Beyond Performance Objectives or Development Aims</p>	

Section 2 – OVERALL PERFORMANCE

The overall performance rating must take into account the feedback from performance against objectives. Please ensure that the overall performance rating is fair and consistent in the context of others you may also review.

Overall Achievement Rating	Evidence in work role

Section 3 – PERFORMANCE OBJECTIVES FOR THE NEXT REVIEW PERIOD

Record performance objectives that have been agreed at the review meeting. Performance objectives should support the project or department's objectives and should be challenging, but achievable.

Performance Objectives	Action Plan	Target Date for Completion

Section 4 – Personal Development Objectives and Plan

Please use this section to comment on interests and career aspirations, as well as any action to be taken to improve performance in the current job. This should include any coaching projects and the recommendations of any specific training action.

Area To Be Developed	Agreed Development Activity	Appraisee Actions Required	Support Required From Others	Target Date

Example Rating Scale

- E Exceeds job requirements in key areas with some notable achievements beyond the normal expectations of the job. Shows evidence of personal development.
- F Fully and consistently meets job requirements.
- M Meets most requirements but development needed in some areas.
- B Below requirements with improvement necessary in a number of areas