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| **PERFORMANCE REVIEW/ OBJECTIVE SETTING**  ***year***    **Name:**  **Role:**  **Date of Review:**  **Line Manager/ Appraiser:** |

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| **PERFORMANCE REVIEW – review against objectives for previous year** | | |
| **Objective 1** | **Impact achieved, including dates where relevant** | **Objective exceeded/ met/ partially met/ not met** |
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| **Objective 2** | **Impact achieved, including dates where relevant** | **Objective exceeded/ met/ partially met/ not met** |
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| **Objective 3** | **Impact achieved, including dates where relevant** | **Objective exceeded/ met/ partially met/ not met** |
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| **Objective 4** | **Impact achieved, including dates where relevant** | **Objective exceeded/ met/ partially met/ not met** |
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| **Objective 5** | **Impact achieved, including dates where relevant** | **Objective exceeded/ met/ partially met/ not met** |
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| **Review of training and development activity undertaken over the year including impact on performance and personal development** |
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| **PERFORMANCE REVIEW – objectives for year ahead**  (All objectives should be SMART – specific, measurable, achievable, relevant, timebound) | | | |
| **Objective 1** | **Further information, key milestones etc** | **Additional support, training or resources required** | **Completion due date** |
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| **Objective 2** | **Further information, key milestones etc** | **Additional support, training or resources required** | **Completion due date** |
|  |  |  |  |
| **Objective 3** | **Further information, key milestones etc** | **Additional support, training or resources required** | **Completion due date** |
|  |  |  |  |
| **Objective 4** | **Further information, key milestones etc** | **Additional support, training or resources required** | **Completion due date** |
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| **Summary of training or development requirements for forthcoming year, including how these needs should be met e.g. training course, on the job learning, job shadowing etc.** |
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| **OVERVIEW OF PERFORMANCE MANAGEMENT REVIEW FINDINGS** |
| **Comments from the individual being appraised:**  **Comments from the line manager/ appraiser:** |
| **Taking account of the full range of evidence in relation to the performance management objectives it is agreed that the objectives for** *insert**year***have been:**  **MET / PARTIALLY MET/ NOT MET / EXCEEDED** |
| **Does the individual’s job description still accurately reflect their role? Yes / No**  If you have answered ‘no’, please contact your HR representative |
| **Signed: Date:**  Appraisee  **Signed: Date:**  *Line manager/ appraiser* |