PERFORMANCE REVIEW FORM

This documentation should be completed during the performance review meeting or at the conclusion of the meeting, by the Reviewing Manager. Please continue on a separate sheet(s) if necessary.

Employee Name:	
Period under Review:	
Job Title:	
Reviewing Manager:	
Date of Review Meeting:	
Date of next Review Meeting:	
Time in Role:	

Section 1: Performance Objectives Review

Assess performance against the key objectives set at the last review, taking account of revisions during the course of the review period. Include relevant factors affecting the level of achievement in comments.
Rate the performance against each objective (1 = not achieved, 2 = achieved, 3 = over-achieved, 4 = outstanding):

Objective's from previous Review	Rating	Comments on achievement
1.		
2.		
3.		
4.		

5.		
6.		

Section 2: Employee Review

Please comment on the way in which you have performed during the review period.

Strengths
Employee review:
Manager review:

Areas for Improvement
Employee review:
Managers review:

Section 3: Performance Objectives for the Next Year

Your objectives should be set taking into account performance and progress against the areas of measurement including technical ability, behavioural standards with consideration of development needs.

Objective	Details	Review Date
1		
2		
3		
4		
5		
6		

Section 4: Development Plan

Development requirements in the forthcoming year. This can include any developmental source, it could be job shadowing, working with a mentor, off the job training, on the job training, reading a book or attendance at a training course.

Development Area	Actions to Meet Need	Date to Review

Section 5: Future Career Objectives

Employee review:
Managers review:

Section 6: Overall Performance Review Rating

Performance Rating	Level achieved
Outstanding	
Above Standard	
Company Standard	
Needs Development	

Employee Signature:	Date:
Manager Signature:	Date:
Date for Next Review:	Date:
Training Requirements Notes:	Date: