

Human Resources

Performance and Development Review

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name:** |  | **Reviewer:** |  |
| **Job Title:** |  | **Date started role:** |  |
| **Department:** |  | **Meeting date:** |  |

|  |  |  |
| --- | --- | --- |
| **My Contribution - Review of performance and contribution in the previous 12 months**  (*This section should be used to record a discussion on the employee’s performance and contribution in the last 12 months, including a summary of achievements against* ***previously agreed objectives****. It should include details of what has gone well, including any mitigating circumstances that have prevented objectives from being met. Particular attention should be paid to challenges faced and reflection on learning opportunities throughout the review period.)* | | |
|  | | |
| Last year’s objectives | Comments on objectives | |
|  |  | |
| **Of special note**  (*This section should include particular achievements which stand out and merits a special mention.* | | |
|  | | |
| **Plans for the next 12 months**  (*This section should include objectives for the coming year; where possible these should be SMARTER (see guidelines). It should also include a record of any specific developmental requirements linked to the needs of the work area, the individual’s capabilities and should include all activity that will enhance the skills, knowledge and behaviour required in the individual’s work).* | | |
| Objectives | | Deadline |
|  | |  |
| **My Development**  *(This section should be used to record specific development requirements for the next 12 months in line with your objectives and work priorities. Consideration should be given to resource commitments for training activities).* | | |
|  | | |
| **My Future**  (*This section should be used to record thoughts and plans on future professional development and career aspirations, capturing reasonable next steps and areas for further exploration. Time should be dedicated to consider what activities will support this future development, exploring creative and innovative options where possible).* | | |
|  | | |

|  |  |
| --- | --- |
| Employee’s Comments | |
|  | |
| Employee’s Signature | Date |
|  |  |
| Reviewer’s comments |  |
|  | |
| Reviewer’s signature | Date |
|  |  |