

# performance development and review

name.	
department.	
job title.	
performance period.	
date of review.	

## objective.

The principal objective of this review is to improve the contribution of individuals to [enter your Company name] by establishing performance objectives for the year, identifying development needs and creating plans to address those needs and summarising performance at the end of the year.

## format.

This document consists of 6 sections:

1. Your Current Role Profile
2. Your Annual Objectives
3. Your Skills Assessment and Development Plan
4. Your Career Development
5. Your Performance Review against set Annual Objectives
6. Overall Agreement of Appraisal

## on completion.

When the individual, the appraiser and the appraiser's manager are satisfied that what has been recorded on the form is a fair and accurate statement of what has been discussed, then all three parties should sign the completed form, retain copies as appropriate and send the original to HR where it will be placed on the individual's HR file.



## section 3.

Assessment of your actual skills against skills required within your roles and to achieve your annual objectives

Now review the individual against each of the key skills identified in the Role Profile. Please use the rating scale detailed below.

### rating scale.

- 1 = none of the attributes
- 2 = on the way to achieving some of the attributes
- 3 = has part but not all of the attributes
- 4 = on the way to being fully recognised as having attributes
- 5 = fully recognised as having the attributes

skills required to effectively fulfil your role (taken from role profile)	attribute rating					comments
	1	2	3	4	5	
1.						
employee's view						
manager's view						
2.						
employee's view						
manager's view						
3.						
employee's view						
manager's view						
4.						
employee's view						
manager's view						



5.						
employee's view						
manager's view						

main development needs resulting from above assessment	development plan resulting from joint discussion

## section 4.

### your career development

Identify your desired career plan and / or future potential roles:

career plan.



## section 5.

### performance review against objectives

Review the performance of the individual against each of the key objectives and standards identified. Please use objective, measurable criteria by which to assess performance and mention any external factors which may have influenced the result.

### rating scale:

#### Rating Scale:

1:	Did not achieve most standards of measurement; need improvement in performance
2:	Did not achieve many standards of measurement; delivered performance that was at times below targeted level
3:	Achieved all standards of measurement; delivered performance at targeted level
4:	Achieved all standards of measurement and exceeded some; delivered performance that was frequently above targeted level
5:	Exceeded all standards of measurement; delivered performance at an exceptional level

The rating scale is on a continuum so you should mark on the scale the level of achievement for that particular task, e.g.:

1	2	3	4	5
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#### objective: 1

#### employee's view:

1	2	3	4	5
---	---	---	---	---

#### manager's view:

1	2	3	4	5
---	---	---	---	---

#### objective: 2

#### employee's view:

1	2	3	4	5
---	---	---	---	---



manager's view:

1	2	3	4	5
---	---	---	---	---

objective: 3.

employee's view:

1	2	3	4	5
---	---	---	---	---

manager's view:

1	2	3	4	5
---	---	---	---	---

objective: 4.

employee's view:

1	2	3	4	5
---	---	---	---	---

manager's view:

1	2	3	4	5
---	---	---	---	---

objective: 5.

employee's view:

1	2	3	4	5
---	---	---	---	---

manager's view:

1	2	3	4	5
---	---	---	---	---



## section 6.

### overall agreement of appraisal

### overall rating of performance:

**summary:** Give brief details of the principal reasons for the overall performance rating.

1	2	3	4	5
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### agreement / comments

#### individual:

Signature ..... Name: .....

Date: .....

Comments:

#### appraiser:



Signature ..... Name: .....

Date: .....

Comments:

