



Performance Review

Employee's name:	
Job title:	
Department:	
Manager:	
Month/Quarter & Year:	
Date of meeting:	
Job Description: Principal Duties	
Is the job description still accurate and fit for purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed changes (Please explain the reasoning for the changes and indicate whether both parties agree. Changes to the job description should be directly linked to the employee's skills development, emerging role and the needs of the business).	
The following section takes each principal duty and provides space for evaluation of the employee's performance against its requirements. The principal duties should be set out prior to the performance review process beginning. Employees should write their own	

comments, linked to previous reviews where possible and highlighting both successes and learning points, and submit it to their line manager 72 hours before the review.

1.

Employee comments:

Line manager's comments:

2.

Employee comments:

Line manager's comments:

3.

Employee comments:

Line manager's comments:

4.

Employee comments:

Line manager's comments:

5.

Employee comments:

Line manager's comments:

Critical Success Factors – since last review			
At every performance review, critical success factors for this role should be identified. Prior to the performance review, the employee should indicate whether they believe they have met, partially met, or not met the objectives. Line managers will make their own conclusions after the review.			
Factor	Met	Partially Met	Not Met
Critical Success Factors – until next review			
This section should be used to record the critical success factors that will be evaluated at the next review. It's important to be clear so that everybody understands what is expected of them and by when.			
Factor	Planned Achievement Date		

Emerging Business Needs/Opportunities
Every performance review should consider the business objectives and its evolving business needs. This section should record that discussion and opportunities for expanding the role which the employee may wish to take-up. Training needs, where required, are recorded below.

Training Needs <i>The training needs of all staff members should be discussed at every performance review. This area should record the agreed areas where training will be provided and show a clear return on investment. Training needs should be linked to both organisational objectives and personal professional development.</i>	
Other areas of discussion <i>This section should record any other points raised at the appraisal meeting.</i>	
Holistic Assessment of Performance:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Employee's Signature:	
Date:	
Line Manager's signature	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	

Attachments

The previous quarter's CPD log should be attached to the quarterly review.