



Name of employee

Job Title

Department

Evaluative

What were your objectives last year and how have you met these?

If not, what were the barriers and how could these be resolved?

Are there any areas of good practice to share?

Looking forward and link to strategic plan

What will your proposed objectives be for the coming year? Your manager will discuss these with you.

Within your team, what will you focus on?

What are your plans for career development?

The university is committed to developing women in leadership - is there anything we can do to help you?

## Training Needs Analysis

What do you see as your professional development needs for the coming year? Please provide details of the suggested solution with timescales. Your manager will discuss these with you.

**Manager's Summary (including agreed objectives)**

**Colleague comments**

**Verification of sign off**

Colleague

Manager

Additional Comments

If you have any additional comments or information that you were unable to fit in other sections, please include them below.