



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 local professional development needs for the coming year?

Please state whether the training will be required at a Departmental level for the employee or team or whether its university level training which is organised through People Services.

Also please check that your compulsory training is up to date: GDPR, E&D, MH, H&S Cyber Security etc.

Please list any training required below:

Department level or University wide (D or U)

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.