Support Performance Review Form



|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employee** |  | | |
| **Job Title** |  | **Date of last review** |  |
| **Department** |  | **Date** |  |
| **Reviewing Manager** |  | | |

|  |
| --- |
| **Preparation for Review:** |
| You might want to think about these questions as you prepare for your meeting:   * Are there any problems you want to raise? * Is there anything you need help with? (e.g. job skills, training, knowledge) |

|  |
| --- |
| **Review Meeting:** |
| 1. Are there any areas of particularly good practice to share? 2. Are there any areas of improvement – how can this area be achieved? 3. How well do you think you have met the objectives of your job in the last year? 4. Are there any particular achievements you want to mention? 5. How have you performed in your job this year? (Consider what evidence supports this) |

**Objectives for the forthcoming year**

For the year ahead, the team will focus on: (SMART objectives) *Please feel free to continue your text on another page if required.*

|  |
| --- |
|  |

As an individual within this team, you will focus on:

Provide an action statement for each of these (e.g. Colleague will lead project X to deadline Y within cost by DATE).

|  |
| --- |
|  |

**Manager’s Summary (consider achievements, progress and evaluation of performance).**

|  |
| --- |
|  |

**Employee comments**

|  |
| --- |
|  |

# **Training**

|  |  |  |
| --- | --- | --- |
| **Training objectives forthcoming year** | **Suggested solution** | **Timescale** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** | | | |
| **Employee** |  | **Senior Manager** |  |
| **Manager** |  | **Date** |  |