

PERFORMANCE REVIEW

Review period: _____

Employee name: _____ Employee no.: _____

Job title: _____ Department / team: _____

Reviewer name and role: _____ Date of the meeting: _____

Objectives set for this period

Objective agreed	What actually happened	Rating 1-5	Comments

How the work was done

Area	Rating 1-5	Evidence and comments
Quality and accuracy of work		
Volume of work and pace		
Job knowledge and skills		
Problem solving and judgement		
Written and spoken communication		
Working with colleagues		
Reliability, timekeeping and attendance		
Initiative and taking ownership		
Customer, client or service focus		
Following process, standards and safety		

Rating scale: 1 below the standard, 2 nearly there, 3 meets it, 4 above it, 5 outstanding. Put a line of evidence beside every rating. Page 2 covers strengths, development and the goals for the next period.

Performance review - page 2

Employee: _____

Strengths - what went well this period

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Areas to develop - what would make the biggest difference

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Development and training agreed

Action	Support or training needed	By when

Goals for the next period

Goal	How it will be measured	Target date

Employee comments

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Overall: ☐ Exceeds the role ☐ Meets the role ☐ Partly meets the role ☐ Below the role

Employee signature: _____

Date: _____

Reviewer signature: _____

Date: _____