|  |  |
| --- | --- |
| **Name:** |  |
| **Manager:** |  |
| **Date of review:** |  |
| **Review period:** |  |

|  |  |
| --- | --- |
| **Manager’s summary** |  |

|  |  |
| --- | --- |
| **Employee’s summary** |  |

|  |
| --- |
| **Agreed performance rating for the period:** |
|  |

|  |
| --- |
| **Objective 1: [Summary title of Objective goes here]** |
| * [Summary of what the objective was – remember SMART]
 |
| **Performance review for Objective 1** |
| * [Summary of performance against the objective]
* [What was done, whether it was done on time and to budget]
* [How it was done (ie feedback from peers/direct reports)]
 |

|  |
| --- |
| **Objective 2: [Summary title of Objective goes here]** |
|  |
| **Performance review for Objective 2** |
|  |

|  |
| --- |
| **Objective 3: [Summary title of Objective goes here]** |
|  |
| **Performance review for objective 3** |
|  |

|  |
| --- |
| **Objective 4: [Summary title of Objective goes here]** |
|  |
| **Performance review for objective 4** |
|  |

|  |
| --- |
| **Objective 5: [Summary title of Objective goes here]** |
|  |
| **Performance review for objective 5** |
|  |

|  |
| --- |
| **Objective 6: [Summary title of Objective goes here]** |
|  |
| **Performance review for objective 6** |
|  |