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

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| **Manager’s summary** |  |

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| **Employee’s summary** |  |

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| **Agreed performance rating for the period:** |
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| **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)] |

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| **Objective 2: [Summary title of Objective goes here]** |
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| **Performance review for Objective 2** |
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| **Objective 3: [Summary title of Objective goes here]** |
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| **Performance review for objective 3** |
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| **Objective 4: [Summary title of Objective goes here]** |
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| **Performance review for objective 4** |
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| **Objective 5: [Summary title of Objective goes here]** |
|  |
| **Performance review for objective 5** |
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| **Objective 6: [Summary title of Objective goes here]** |
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| **Performance review for objective 6** |
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