

Performance Review template

A performance review is the time when you and your employee sit down, one-to-one and discuss how they think are performing, how you think they are performing and then agree on what actions you both need to take to help them continue to improve and develop their skills and knowledge.

Details	
Employee name	
Date	

EMPLOYER/LINE MANAGER TO COMPLETE

How well has the employee performed in meeting their objectives? What have they done well?

Are there areas for performance improvement where the employee might be struggling to meet objectives? Is more support/training needed?

EMPLOYEE TO COMPLETE

How well have you performed in meeting your objectives? What has gone well?

Are there areas for performance improvement where you might be struggling to meet objectives? If so, what are the constraints to you succeeding?

Do you need more support/training?

EMPLOYER/LINE MANAGER AND EMPLOYEE TO COMPLETE TOGETHER

What support or training needs have been identified and how will they be delivered?

Are there any additional or replacement objectives? Are the objectives SMART, i.e. specific, measurable, achievable, relevant and time-based?

Any more discussion notes?

Manager Signature	
Employee Signature	
Date	

Produced for you by:

AHDB
Stoneleigh Park
Kenilworth
Warwickshire
CV8 2TL

T 024 7669 2051
E comms@ahdb.org.uk
W ahdb.org.uk



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