

Performance and Development Review Form

All of sections A-D to be completed by member of staff

Section A: About You

Name	
Job Title	
Reviewer	
Date of Meeting	
Review period	

Section B: The Last Review Period

	Objectives & behaviours	Achievements/successes	Reflections on challenges	Reviewer's comments
	Objectives – what?			
1				
2				
3				
4				
5				

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	Behaviours – how?			
4				
5				

Reflections on the last review period (include key learning points; what went particularly well; what might you have done differently – to be completed after discussions at the meeting and agreed

Section C: The Next Review Period – to be discussed and agreed at the meeting

	Objectives & behaviours	Key milestones	How will success be measured?	What development activities or support would help ensure success?
	Objectives – what?			
1				
2				
3				
	Behaviours – how?			
4				
5				

What are your longer-term aspirations? What can you - and TalentEd - do in the next review period to help you achieve them?

Section D: Summary of Review Meeting

Agreed Action Points - to be discussed and agreed at the meeting

	Key Actions	By when
1		
2		
3		
4		
5		

Additional Comments – to be completed by the Reviewer on submission of the completed form

We agree that the above represents a fair and accurate record of the outcomes of the review meeting.

Signed.....Date..... (Member of staff)

Signed.....Date.....(Reviewer)