

Performance Review



Smart Objectives

- S** Specific
- M** Measureable
- A** Achievable
- R** Relevant
- T** Time-Bound



Employee Name:

Job Title:

Review Period:

Probation /Mid Year / Annual

Reviewed By:

This section to be completed once all parts of the review have been completed

The following have been discussed/agreed as part of this review:

- 1 Job description, values, objectives and / or progress
- 2 Development needs have been transferred to PDP
- 3 Objectives have been agreed for the coming 12 months
- 4 Are all elements of the Job Description appropriate to the role?

N/A

N/A

N/A

N/A

If no, agree action:

Employee Comments:

Employee Signature

Date

I confirm that the points listed above have been discussed and where appropriate Objectives and /or Personal Development Plan have been agreed

Manager Signature

Date

Director Signature

Date

Performance Review

Section 1 - Values into Action (follow the link for more assistance to complete this section).

Provide evidence of how Company Values are demonstrated within daily routines:

Company Values	Provide examples of how this has been demonstrated		Score 1 - 5
People First	Select		0
	Select		
	Select		
	Select		
Leading Safety	Select		0
	Select		
	Select		
	Select		
Solution Focused	Select		0
	Select		
	Select		
	Select		
Leadership Skills	Select		0
	Select		
	Select		
	Select		
		Overall Premier Value Score	0.0

Evidence - how have set objectives been achieved?

Objectives (SMART)	Summary of Performance	
		0
		0
		0
Overall Performance Score		0.0

Performance Review

Section 3 - Objectives & Goals for Coming Year:	
Objectives should be derived from typical duties, competencies, qualifications/skills, ambitions and Premier Values. In addition role based objectives may be set.	
Objectives (Include details of how they are SMART)	