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| **Name:** |  | | |
| **Position:** |  | | |
| **Line Managers Name:** |  | **Date:** |  |

**OBJECTIVES – CURRENT AND NEW**

Discuss and record current performance against employee’s objectives. Ratings must be awarded based on the guidelines provided. If an individual’s objective or job has changed during the year, a score should be awarded to reflect the performance up to the point of the change. The revised objective/s should be documented for the reminder of the year within the review document using realistic targets.

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| **OBJECTIVE:** | |
| **Type:**  **(Personal / Team / Service)** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Objective Rating:** |  |
| **Objective Progress:** |  |

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| **OBJECTIVE:** | |
| **Type:**  **(Personal / Team / Service)** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Objective Rating:** |  |
| **Objective Progress:** |  |

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| **OBJECTIVE:** | |
| **Type:**  **(Personal / Team / Service)** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Objective Rating:** |  |
| **Objective Progress:** |  |

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| **OBJECTIVE:** | |
| **Type:**  **(Personal / Team / Service)** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Objective Rating:** |  |
| **Objective Progress:** |  |

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| **OBJECTIVE:** | |
| **Type:**  **(Personal / Team / Service)** |  |
| **Start Date:** |  |
| **End Date:** |  |
| **Objective Rating:** |  |
| **Objective Progress:** |  |

**WORKLOAD AND CASELOAD**

Please use this section, where appropriate, to discuss specific cases or issues

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Please use this section, where appropriate, to discuss general workload / caseload management

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**HOUSEKEEPING**

Please use the below to capture any comments or actions on the relevant sections

Annual Leave

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Hours of Work

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Flexi

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Attendance / Time Keeping

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Sickness Absence

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Travel / Expenses

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Supervision Dates

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Health & Safety

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**TRAINING**

Corporate Training courses will have been input into iTrent and information can be found against the employee’s record.

The box below can be used to populate training information to include other training or future training required.

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**COMMENTS**

Please capture any key discussion points below

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| --- | --- |
| **Reviewee Comments** | **Manager Comments** |
|  |  |