

Performance review.
Staff no:
Name:

Manager/Director:.....

Second Manager/Director.....

Section:.....

Job Title:.....

A review of past performance: achievements and outcomes

| No: | Objectives | Achievement |
|-----|------------|-------------|
| | | |

Performance summary

A preview of future performance : goals/planned outcomes

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| No. | |
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| Reviewer comments |
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Recommendation: stay in post / salary increase / promotion / probation / termination.

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|----------------------------|--|------------------|
| Reviewee signature | | Date: yyyy/mm/dd |
| Manager/Director signature | | Date: yyyy/mm/dd |
| Second reviewer signature | | Date: yyyy/mm/dd |