

**Performance review.**  
**Staff no:** .....  
**Name:** .....**Adil**.....

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

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

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