



IPSWICH CITY COUNCIL

Performance agreement and review

< NAME > | < POSITION > | < DATE >

Key tasks/responsibilities List the key tasks and areas of responsibility relevant to the position	Required outcomes Describe what doing the job well looks like	Due date Outline required completion dates or milestones

EMPLOYEE SELF-REVIEW

Key tasks/responsibilities	Actual outcomes	Self-rating	Comments

Rating scale to be used: Outstanding, Commendable, Satisfactory or Needs development

Overall comments

MANAGER REVIEW

Key tasks/responsibilities	Actual outcomes	Self-rating	Comments

Rating scale to be used: Outstanding, Commendable, Satisfactory or Needs development

Overall comments

LEARNING AND DEVELOPMENT PLAN

Areas for development Skills and behaviours identified for development to improve capability or develop new skills for future career development	Actions Agreed strategies to achieve the development e.g. coaching, on-the-job training, course etc)

Overall performance rating	
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Rating scale to be used: Outstanding, Commendable, Satisfactory or Needs development

Employee signature	
Manager signature	
Meeting and signature date	