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| **END YEAR SUMMARY REPORT** |

**Personal Details**

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| **Full Name:** | **Staff No:** |
| **Job Title:** | **Pay Range:** |
| **Division:** |  |
| **DG/Agency:** |  |
| **Period of Report : 01/04/2021** [amend if a new starter] **To: 31/3/2022**  Managers have until the end of May 2022 to have a performance discussion (using information from the IYR and monthly conversations) with their colleagues. | |

After a discussion with the individual, the Reporting Officer should use the space below to set out their views of the individual’s overall performance and provide bullet points about the extent to which the objectives for the year have been achieved, highlighting any major strengths or successes in performance and, where relevant, potential areas for development.

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| **Summary of overall performance** |
| **In line with the** [**performance management**](http://saltire/my-workplace/performance-and-development/performance-management/Pages/performance-management.aspx?pageid=03b4517d-41ff-4750-87b2-c74855e4d485) **marking guidance:**   * **Overall Marking for this period is:** Choose an item. |
| **Any further comments:** |
| **Reporting Officer:** Reporting Officer **Date:** dd/mm/yyyy  **Staff No:** Staff No |
| **Individual’s Comments**  The individual can comment here on any aspect of their end year review.  **Comments :**  **I have seen this report and request a review meeting with my Countersigning Officer  (check if applicable)**  **Individual: Name Date: dd/mm/yyyy** |

**Countersigning officers don't need to - but can if they wish - comment on the summary report**

**Comments:**

**Countersigning Officer: Name Date: dd/mm/yyyy**

Only when the process is complete and any issues have been resolved should the Reporting Officer enter the overall marking onto eHR and the individual should then load the completed form onto e HR.