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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance Review Form : Annual Review** | | | | | | | | | |
| Name of Employee: | |  |  | |  | Employee No: |  |  | |
| Review Date: | |  |  | |  | Position: |  |  | |
| **Position Objectives (*set by Supervisor/Manager in accordance with Position Description – number adjusted as required*):** | | | | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| **Assessment against Objectives:** | | | | | | | | | |
| 1 | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| **Overall assessment *(refer to Notes for explanation)* :** | | | | | | | | | |
|  | **Significantly Exceeds Expectations** | | |  | | **Exceeds Expectations in some areas** | | | |
|  | **Meets Expectations** | | |  | | **Partially meet Expectations** | | | |
|  | **Needs Improvement (on action plan)** | | |  | | **Needs Development *(new appointment/promotion)*** | | | |
| **Comments:** | | | | | | | | | |
|  | | | | | | | | | |
| **Development plan required *(see Notes)*:** | | | | | | | | | |
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| ……………………………………………… | | | | | | | | | …………………….…….. |
| Supervisor/Manager: Date | | | | | | | | | |
| **Comment by Employee (including areas you would like further development):** | | | | | | | | | |
|  | | | | | | | | | |
| ……………………………………………… | | | | | | | | | …………………….…….. |
| Employee: Date | | | | | | | | | |
| **Further Comment by Supervisor:** | | | | | | | | | |
|  | | | | | | | | | |
| ……………………………………………… | | | | | | | | | …………………….…….. |
| Supervisor/Manager: Date | | | | | | | | | |
| **Comment by Manager:** | | | | | | | | | |
|  | | | | | | | | | |
| ……………………………………………… | | | | | | | | | …………………….…….. |
| Manager: Date | | | | | | | | | |