**Performance & Development Program**

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| **Employee name:** | «ClientName» |
| **Position:** | «FYI\_custom\_Employee\_Role» |
| **Manager:** | «Manager» |
| **Review date:** | To be scheduled shortly |

**Review**

The employee should complete the questions performance feedback prior to the appraisal meeting, then submit to their leader. The leader will add their comments to feedback provided by the employee. This is an opportunity to provide feedback, set goals for the next 6 months and discuss career aspirations.

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| 1. **Overall, how are you going in your role?**   *What areas of your job do you enjoy? What areas do you enjoy the least? Do you have any roadblocks or concerns?* |
| Employee Comments: |
| 1. **What do you think you do well?** |
| Employee Comments:  Manager comments/feedback: |
| 1. **What areas do you think you could improve?**   *Reflect on tasks/projects/areas of your job that have not been as successful or have room for development* |
| Employee Comments:  Manager comments/feedback: |
| 1. **Training required?** *Do you require any additional or specific training to make you more effective in your role? Or is there any training you are interested in to further your career development?* |
| Employee Comments: |
| 1. **What are your career aspirations or goals for growth?** |
| Employee Comments:  Manager comments/feedback: |
| 1. **Manager support?**   *How can your manager assist you in achieving your objectives?*  *Any training or development needs?* |
| Employee Comments:  Manager comments/feedback: |
| 1. **Do you have anything else you would like to discuss? Any questions?** |
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## **Rating**

This section to be completed by both employees (prior to the appraisal meeting) and the manager at or prior to the appraisal meeting.

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| **Rating** | **Description** |
| **Smashed It** | * You’re a star. * You have delivered over and above your agreed goals. * Your performance exceeds expectations. * You are a role model as far as behaviour goes. Others look up to you. |
| **On Top Of It** | * You’re a valued member of the team. * You consistently achieve your agreed goals. * You consistently live the FYI values. |
| **Step It Up** | * You’re not meeting expectations. * You have only partially achieved your agreed goals and, or * Your behaviour doesn’t always align with our values. |
| **Learning It** | * You are pretty new to the role (or have been away for some time) * You are still building your knowledge and experience. * You have partially achieved your goals and still making good progress. |

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| **Performance Rating**  *Choose the most appropriate rating from above highlighting what you’ve achieved since last appraisal meeting.* |
| Employee Comments:  Manager comments/feedback: |

## **Goal Setting**

To be completed at the annual Performance and Development Review then reviewed periodically at the check-in meetings. The Employee and Manager are to agree on some SMART goals and development activities. Goals link individual performance with business objectives and describe specific outcomes that individual employees are expected to achieve.

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| **Goals/Training** | **Action Required/Comment** | **Due date** |
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## **Salary Review**

To be completed every 12 months in line with outcomes delivered over the previous year.

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| **Last Salary Review Date:** |  | **Salary Change Detail (if required)** |  |
| **Employee Comments:** |  | | |
| **Managers Comments:** |  | | |

## **Review Agreement**

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| --- | --- | --- | --- |
| **Employee Name:** | «ClientName» | **Manager Name:** | «Manager» |
| **Employee Signature:** |  | **Manager Signature:** |  |
| **Date:** |  | **Date:** |  |