|  |
| --- |
| **Name**:  **Job title**:  **Department**:  **Date**: |

# Review of Job-Related Objectives

Current objectives are:

1)

2)

3)

4)

1. Completed objectives
2. Progress on objectives that haven’t been completed (include any challenges, or special circumstances).

**Review of Learning and Development Plan – review progress against development objectives and any training attended**

# Support provided to you – by line manager

**Any other comments**

|  |
| --- |
| Performance standard: |

# *\*As part of the review process, you may be asked to provide additional evidence to support the performance standard.*Objectives and Learning and Development Plan for next period

# Job related objectives for the next period ([SMART](https://www.stakeholdermap.com/business-templates/smart-goals-with-templates.html))

(Align these with the business objectives for the department/team and the requirements of the role.)

[Learn how to set and achieve your goals using the popular SMART framework. This guide includes a free downloadable template!](https://www.stakeholdermap.com/business-templates/smart-goals-with-templates.html)

**Learning and Development Plan:**

* list the competencies required
* agree learning and development objectives
* identify any training required

APPROVALS

**Staff member**

Name: Signature: Date:

Comments:

**Line Manager**

Name: Signature: Date:

Comments:

**Department Manager**

Name: Signature: Date:

Comments:

*Should your line manager change following the completion of this form a copy may be provided to your new line manager*.