



STAFF REVIEW FORM

Name:

Job title:

Department:

Date:

Review of Job-Related Objectives

Current objectives are:

- 1)
- 2)
- 3)
- 4)

a) Completed objectives

b) 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.*



STAFF REVIEW FORM

Objectives and Learning and Development Plan for next period

Job related objectives for the next period (**SMART**)

(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!](#)

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.