

PERFORMANCE & DEVELOPMENT REVIEW

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| Name |  |
| Job title |  |
| Team |  |
| Appraiser |  |
| Appraisal period |  |
| Date |  |

SECTION A - End of Year Review

This should be completed by the line manager at the end of the review year in consultation with the employee.

**A1.** Please list the jobholder’s three main achievements during this review period.

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| **1** |  |
| **2** |  |
| **3** |  |

**A2.** Please list the jobholder’s three main challenges during this review period.

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |

**A3.** Has the jobholder met the objectives set at the beginning of the review period? If not, please explain why, also note if objectives have been changed during the review period.

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**A4.** Is the jobholder meeting the expected competency for their role (please also consider if there are gaps in knowledge and skills)? If the answer is no, please note what support will be given to the jobholder to aid them in meeting the expected competency (including knowledge and skills) for their role.

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SECTION B - Objectives

**B1.** List the objectives that need to be undertaken in next 12 months with the measures agreed, and comment against each on how these should be achieved. Objectives should be SMART.

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| **Objective** | **How will it be measured?** | **How will it be delivered?** |
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SECTION C – Learning and Development

**C1.** Considering the jobholder’s current competency levels and future objectives, please list the learning and development needs required over the next 12 months.

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SECTION D – Career aspirations

**D1.** Please state the employees career aspirations. If the jobholder has stated a desire to progress within

Prospect, the Learning and Development Team will contact the jobholder to discuss a personal development plan.

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| --- | --- |
| Date agreed |  |
| Line Manager |  |
| Job holder |  |
| Please identify any contributors to the appraisal discussion |  |



**Please email completed PDR forms to** [**People and Operations**](mailto:odandhr@prospect.org.uk)