|  |  |
| --- | --- |
| **Employee Name:** | **Date:** |
| **Manager:** | **Section:** |
| ***Discussion areas: Note main highlights of performance (green areas) and areas for development (red areas). Reference should be made to objectives.*** | |
| **Overall review of objectives:** | |
| **Green areas** | |
|  | |
| **Red areas** | |
|  | |

|  |
| --- |
| **Additional Comments** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Development actions and objectives identified – Include all activity agreed during the meeting, what is going to happen, who is going to do it and when that activity will be completed and reviewed.** | | | |
| **Agreed Action** | **By Who** | **By Date** | **Review Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |