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