# Objectives and Appraisal Record

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| --- |
| **Name:** **Job Title:** **Reports To:** **Review Period:****Date:**  |
| **SECTION 1 – Review Objectives and Performance for last quarter** |
| Please review performance against each objective set.

|  |  |  |  |
| --- | --- | --- | --- |
| No.  | Objective | Line Manager Feedback |  Met/Not Met |
| 1 | **Objective 1** |  |  |
| 2 | **Objective 2** |  |  |
| 3 | **Objective 3** |  |  |
| 4 | **Objective 4** |  |  |

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**Section 2 –Set Objectives for next quarter**

|  |  |  |  |
| --- | --- | --- | --- |
| No.  | Objective | Key tasks to meet objectives | Timescale |
| 1 | **Objective 1** |  |  |
| 2 | **Objective 2** |  |  |
| 3 | **Objective 3** |  |  |
| 4 | **Objective 4** |  |  |
| Agreed Actions |
|  |

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| --- |
| Future Aspirations |
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|  |
| --- |
| Employee’s Comments |
|  |

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| --- |
| Line Manager’s Comments |
|  |

**Overall Rating Potential Succession**

A Good overall performance D Horizontal/Vertical/no potential

B Some development required E Timescale

C New in Role

**Response:** [insert A, B or C then add choice from D and enter E and timescale]

**Section 3 – Personal Development Plan**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Learning Topic(i.e. excel, customer service skills, technical training. communication skills, delegation, etc ) | **Type of Learning Activity**(Coaching. Mentoring, Shadowing, Training Course, e-learning, on the job) | **Target Date**(date) |
|  |  |  |

**Signed by employee:**

Date:

**Signed by manager:**

Date: