

Name:	Jan - Feb	May - July	Nov - Dec	Year:
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Professional Skills

Skills Rating Descriptor

4 : Outstanding - Consistently achieves well above the highest level of required performance. Demonstrates the highest standards of work performance

3: Above expectations - Performance frequently exceeds expectations

2: Meets expectations - Performance demonstrated is what is expected in the position

1: Improvement needed - Performance does not consistently meet expectations

Workload and Time Management	Technical Skills and Training	Quality of Work	Client Communications	Team Relationships
<ul style="list-style-type: none"> Establish priorities and manage time efficiently. Organise and plan tasks independently. Complete work in the expected timeframe. 	<ul style="list-style-type: none"> Understand tasks and follow internal processes correctly. Confident to make decisions or seek assistance where necessary. Participate in regular (relevant) training 	<ul style="list-style-type: none"> Work is consistently to a high standard. Respond promptly to Review Team queries. 	<ul style="list-style-type: none"> Demonstrate positive relationships with clients. Promote proactive client communication. Demonstrate a high standard of written communication. 	<ul style="list-style-type: none"> Foster positive relationships with team members. Collaborate well with team members. Show support to others when needed. Open to feedback from others.

Employee

1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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Additional self-evaluation (optional)

1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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Line Manager / Team Lead

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<u>KPIs</u>	Jan - Feb			May - July			Nov - Dec			Notes
Productivity	< 65%	65-85%	85% +	< 65%	65-85%	85% +	< 65%	65-85%	85% +	
Efficiency	< 80%	80-100%	100 +	< 80%	80-100%	100 +	< 80%	80-100%	100 +	
Quality	< 7	7	8 +	< 7	7	8 +	< 7	7	8 +	

Annual Development and Professionals Training					
Goal/s	Development opportunities required to meet the goal	Actions needed to meet the goal	Resources and Training	Measuring Success	Goal review and completion
What are your specific targets?	What do you want to achieve?	What will you do to meet this goal?	Identify the resources, support or training needed to meet your goal.	How will you know when your goal is achieved?	How will you monitor your progress?
SMART targets					

Reflections

Goals	Achievement to date	Manager Comments (where applicable)	Next Steps
As above	Progress made/not made; general reflections on work towards goal.	Relevant involvement; identifying reasons why goals may/maynot have been met.	What are the intended actions moving forward? (if applicable)

Manager - General Feedback

CAREER PATH – SPECIFICS (Emma’s reference).

Areas of consideration

- Goal Progression
- Team Collaboration
- KPIs
- Skill Development
- Technical Ability

Partner - General feedback

INCLUDING RELEVANT COMMENTS (Emma’s reference).

Areas of consideration

- Goal Progression
- Team Collaboration
- KPIs
- Skill Development
- Technical Ability

Living into our Values

3: Can easily identify areas where the value has regularly driven workplace decisions.

2: A potential area of focus or reflection moving forward.

1: This value can be difficult to implement in my role / Applying this value within the workplace is challenging.

Progressive		
3	2	1
example:		

Driven		
3	2	1
example:		

Empathy		
3	2	1
example:		

Community		
3	2	1
example:		

Approachable		
3	2	1
example:		