



Staff Performance Review – HR4

Review Instructions

Step 1: Before the discussion

Before the performance discussion, use the plan template to record:

- Your employee's individual performance goals for this performance cycle, and how you think they've performed against their goals.
- What you think your employee has done well.
- What you think your employee could do better.

Step 2: During the discussion

During the meeting, use the plan template to record:

- How your employee thinks they've performed against each of their goals.
- Any feedback or concerns that your employee has.
- Any discussion about the employee's career goals or future within your business.
- Any goals that you and the employee agree on for the next performance cycle, and the support that you'll provide to help the employee meet their goals (eg. training).

Also note when you and the employee will next meet to review their performance, as well as any next steps for you and/or the employee.

You can use the information that you record in the plan to develop the employee's performance agreement for the next performance cycle.



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What individual performance goals have you and your employee agreed on for the next performance cycle?

What support have you agreed to provide to your employee to help them reach their goals?

When will you next meet with the employee to review their performance?

What are the next steps?

For GROW

For your employee:



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SIGNATURES

Employee		Date	
The employee signature does not necessarily signify agreement with the appraisal – it is simply an acknowledgement the process has been undertaken			
Reviewer		Date	