

performance development and review - mid year assessment

employee name:

job title:

date:

assessment of key objectives
employee:

manager:

performance in job role
employee:

manager:

training / development needs
employee:

manager:

If there were one thing that management could do to make your job more effective, what would it be? And how could we achieve this?

employee:



Do you have any concerns with regards to any aspect of your working day or the office in general? How can we help with this?

employee:

If you could change one thing within the office or your role/ today what would it be?

employee:

agreed overall performance rating for ½ year

1	2	3	4	5
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agreed by employee: _____ Date: _____

agreed by manager: _____ Date: _____

Rating Scale:

1:	Did not achieve most standards of measurement; need improvement in performance
2:	Did not achieve many standards of measurement; delivered performance that was at times below targeted level
3:	Achieved all standards of measurement; delivered performance at targeted level
4:	Achieved all standards of measurement and exceeded some; delivered performance that was frequently above targeted level
5:	Exceeded all standards of measurement; delivered performance at an exceptional level

