

Performance review planning document for appraiser

Performance review planning document –to be completed by the APPRAISER prior to the review meeting

Jobholders Name		Review date	
1. How has the appraisee performed since the last meeting? Quantify against targets if possible			
2. What issues have come up, how have they handled them?			
3. What feedback can you offer (with evidence)?			
4. What have been their major achievements and successes in the period under review			
5. What needs more work or attention? What help can we give you in those areas?			
6. What developments will impact the job role in the next period			
7. Targets for next period			