Annual Review Manager Assessment

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| Name: |  |
| Position Title: |  |
| Managers Name |  |
| Managers Title: |  |
| Date: |  |

The intention of performance management is to provide an opportunity for a manager to review an employee’s self-assessment of their performance and to provide that employee with constructive feedback to enable development and progression.

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| Performance strengths or highlights over the past 12 months? | |
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| Areas for development over the next 12 months? | |
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| Areas of training or performance development required? | |
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| Areas of focus for the next 12 months? | |
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| Performance Rating:   * Does Not Meet Requirements * Meets Requirements * Exceeds Requirements | |
| Manager Signature: | Date: |
| Employee Signature: | Date: |