Performance Review

 ***Name:***



***Unit:***

***SAP:***

*Effective performance management in Glasgow Life creates an environment that enables everyone to perform to the best of their ability. Our vision is:* ***everyone deserves a great Glasgow life,*** *and Performance Management provides us with the individual direction we need to demonstrate our contribution to achieve this vision.*

*This document can be used to prepare for your review and document the final discussion points with your supervisor / manager.*

*Support information can be found in the* ***‘Guide to Driving High Performance’.***

 **Objectives Review -** *Provide examples or evidence of how you are currently performing against your objectives. Remember to include any information from the past 12 months.*

|  |  |  |  |
| --- | --- | --- | --- |
| **What objectives need to be achieved?** (all objectives need to be SMART) | **Half year review** (review of what has been achieved against the objectives) | **Full year review** (review of what has been achieved against the objectives) | **Final Rating** |
|  |  |  |  |
|  |  |  |  |
| **Employee signature to agree objectives:                                                                                                           Date:                                                       Overall rating for objectives** |  |

**Competency Review -** *Provide examples or evidence of how you are currently performing against your competencies.*

|  |  |  |  |
| --- | --- | --- | --- |
| **The competency clusters –** (Competency clusters relevant to your role profiles) | **Half year review** *(provide examples of where competency has been demonstrated)* | **Full year review** *(provide examples of where competency has been demonstrated)* | **Annual Rating** |
|  |  |  |  |
|  |  |  |  |
|                                                                                                                                                                                                                                                      **Overall rating for competencies** |  |

**Summary of Review**



 *Once your performance against the competency clusters and your objectives has been reviewed, agree the overall performance rating with your manager. Overall ratings summary:*

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Competency Clusters** | **Overall Rating**  |
| **Half Year**  | **Full Year** |  | **Half Year**  | **Full Year** |  | **Half Year**  | **Full Year** |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Employee Career Aspirations:** | **Full Year - Summary / Comments of Review:** |
|  |  |
| **Half Year - Summary / Comments of Review:** |
|  |

**Half Year Review Full Year Review**

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Note:** Copy to be retained by both the employee and the manager.

**Development Plan**

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| **Development needs:** *What are you trying to develop?* |
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| **Innovation ideas:** *What ideas do you have on how we can improve our products, services and/or processes that will make a difference to our internal / external customers?*    |
|  |
| **Development actions:** *What development activities am I specifically going to do? E.g Projects, work-shadowing, coaching, training, GOLD, etc.* | **Target dates for completion** | **Review of actions** |
|  |  |  |