

[insert organisation name/logo]

## Performance and Development Review Form

<b>Employee</b>	
<b>Position</b>	
<b>Length of Time in Position</b>	
<b>Length of Time with the Organisation</b>	

<b>Review Period</b>	<input type="checkbox"/> 3 months since appointment <input type="checkbox"/> Annual review <input type="checkbox"/> Other:
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<b>Supervisor/Reviewer</b>	
<b>Position</b>	

<b>Date of Review</b>	
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## 1. Review of Performance Indicators

Insert accountabilities and performance indicators as per position description.

For example:

Function area: STRATEGIC DIRECTION AND DEVELOPMENT	
<i>Accountabilities</i>	<i>Performance indicators</i>
<b><u>Comment on accountabilities and performance:</u></b>	
Employee:	
Supervisor:	

Function area: HUMAN RESOURCES	
<i>Accountabilities</i>	<i>Performance Indicators</i>
<b><u>Comment on accountabilities and performance:</u></b>	
Employee:	
Supervisor:	

Function area: CLIENT SUPPORT	
<i>Accountabilities</i>	<i>Performance Indicators</i>
<b><u>Comment on accountabilities and performance:</u></b>	
Employee:	
Supervisor:	

## 2. Major Achievements and Contribution to the Organisation

*Detail significant achievements by the employee and any contribution made beyond their position description.*

**Employee:**

**Supervisor:**

## 3. Performance Concerns and Strategies for Improvement

*What, if any, are the performance concerns from the supervisor, organisation or employee regarding individual performance? What strategies can be implemented to support change?*

**Employee:**

**Supervisor:**

**Action:**

## 4. Additional Support or Organisational Change for the Employee to Undertake Duties

*Does the employee require additional support to undertake the duties of the position? Are there any organisational changes proposed?*

**Employee:**

**Supervisor:**

**Action:**

## 5. Review of Position Description

*Does the current position description match the duties asked of the employee? Are there additional or not relevant functions and accountabilities?*

**Employee:**

**Supervisor:**

**Action:**

## 6. Review of Remuneration Package and/or Flexible Work Practices

**Employee:**

**Supervisor:**

**Action:**

## 7. Professional Development Review

*Comment on professional development plans and activities undertaken since last review.*

**Employee:**

**Supervisor:**

## 8. Professional Development Plan

*Detail any skill, knowledge and ability for development through training, study, conference attendance, etc, to be undertaken, including timeframes and mechanism for feeding back to the organisation.*

**Employee:**

**Supervisor:**

**Action:**

## 9. Additional Comments

*For example, are there additional skills not being utilised, job satisfaction rating.*

**Employee:**

**Supervisor:**

**10. Next Review Scheduled for:**

- 6 months
- 12 months
- Other:

Signed by the employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Reference**

*This form is taken from the NADA Performance and Development Review Form.*  
[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)