**Staff Appraisal/Review Template**

**Name: Date of this Review:**

**Reviewer/s: Date planned for Interim Review:**

**Section 1-** **Review of Previous Objectives:**

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| **Organisational (Outcome) Objectives: XXXX (year)** | | | |
| **Objectives** *(link to Strategic Plan)* | **Measure of Success** | **Milestones** | **Review Comments** |
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| **Personal Development (Behavioural) Objectives: XXXX (year)** | | | |
| **Objectives** | **Measure of Success** | **Milestones** | **Review Comments** |
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| **Review of Additional Personal Development Activities** *(note any additional observations, activities or reflections on learning)* | | | |
| |  | | --- | | **Review of Staff Member/Line Manager Relationship** *(to include review of wellbeing)* | | What things are working well? What things could be improved? | | | | |

**Section 2- Objective Setting for XXXX Year**

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| **Organisational (Outcome) Objectives XXXX Year** | | | | |
| **Objectives** *(Link to Strategic Plan)* | | **Measure of Success** | **Milestones** | |
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| **Personal Development (Behavioural) Objectives- XXXX Year** | | | | |
| **Objectives** | **Measure of Success** | | | **Milestones** |
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| **Any other issues discussed: (Include Overall Summary)** |
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Signed: (Staff Member)

Signed: (Line Manager)

Date: