



Performance Development and Review

Employee's Name:	
Job Title:	
Review Period from:	/ / to / /
Supervisor's Name:	
Date of Review:	
OVERVIEW AND CONTEXT	
Please provide a brief overview of the focus of your work during the last period:	
Have you noticed any changes to your work during the review period? Please outline the changes. (ie are you doing more or less of a particular task, working on a project)	

Position Description: Changes to the position description are proposed

Yes No

ABCD	2.1.2	2.1.4	2.1.9	4.2.4
Performance Indicator	Explore the sources and effects of pressure from peers/others	Identify the skills and qualities that help you get on well with others and work with them in groups	Examine your own behaviours and attitudes and decide which help or inhibit you from getting on well with others and working with them in groups.	Explore the importance of a variety of skill types in the workplace.
Circle your level	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Evidence	<ul style="list-style-type: none"> • Understanding and counteracting overbearing or dominating behaviour/ vested interests • Manages the 'power plays' • Uses a variety of negotiating styles / techniques / strategies 	<ul style="list-style-type: none"> • Uses negotiation skills • Develops workable compromises • Understanding of win-win outcomes 	<ul style="list-style-type: none"> • Consults with colleagues and incorporates their point of view into • Creates a positive work environment by assessing people's needs and using an appropriate response • Gives appropriate feedback • Understanding of group dynamic 	<ul style="list-style-type: none"> • Able to identify own skill strengths and weakness • Can describe how skills have developed to date (informally and formally) • Can describe How own skills strengths complement work team and where there are potential issues
Comments				

ABCD	4.2.6	4.2.9	7.1.1	7.1.4
Performance Indicator	Explore the skills, knowledge and attitudes needed in particular industry sectors	Apply strategies for improving your skills and knowledge	Understand the importance that personal qualities (e.g. dependability, promptness, getting along with others) have on creating, getting and keeping work	Understand the importance of being able to work with people from different cultural and language backgrounds, age groups, gender and disabilities
Circle your level	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Evidence	<ul style="list-style-type: none"> • Able to link career choices made in the past with personal beliefs, attitudes and skills • Able to identify potential barriers (related to personal beliefs, attitudes and skills) that may impact on career aspirations 	<ul style="list-style-type: none"> • Identify gaps in knowledge and skills that are required for current position and future position • Identify formal and informal methods to improve skill level • Demonstrate understanding of learning methodology/en vironment that best suits individual need 	<ul style="list-style-type: none"> • Professional in your manner • Understands the impact of dependability and promptness on the team • Understands how cooperation amongst the team can help accomplish a task 	<ul style="list-style-type: none"> • Demonstrates client liaison skills • Able to negotiate with client group • Demonstrates a knowledge of disadvantage
Comments				

ABCD	4.2.6
Performance Indicator	Understand the meaning of taking responsibility for your own actions
Circle your level	1 2 3 4 5
Evidence	<ul style="list-style-type: none">• Identifies problems and determines alternative solutions• Asks questions to clarify tasks• Displays flexibility• Seeks assistance when necessary• Can manage time effectively taking into consideration “whole of life”• Evaluates options and determines alternative solutions
Comments	



REVIEW OF ACHIEVEMENTS

This section is aimed at reflection on what has been achieved over the last review period and what factors (positive or negative) may have influenced outcomes.

ABCD	List achievements during this review period	What influences (positive or negative) impacted on the outcome of these goals?	Comments
8.4.1			

TRAINING AND DEVELOPMENT PLAN

This section documents training and development needs identified during the Performance Development and Review.

ABCD	Development Need/Training Required	Action By	Target Date	Support Required/Resources Required
7.4.17				

SUMMARY

Employee's Comments

Manager's Comments

Employee's Name

Employee's Signature

Date / /

Manager's Name

Manager's Signature

