*When managing staff, it is always a good idea to have direction in terms of what you are going to be working on, the reasons why and direction.*

*Start with the company vision and mission and share this with your staff-then ensure they have the right credentials before you manage their performance. Sometimes staff have no idea what they were supposed to be doing. This can vary in reason - for example; they weren’t given specific instruction, their job description didn’t cover the skills needed.*

*Always ensure they have sufficient training – mentoring – coaching and skills to do the role before you manage them and be encouraging.*

*Review this regularly and make sure it is flexible.*

*Remember-always coach and lead first by example before performance managing*

*Adjust this to suit.*

*NOTE: This is not specific to any role and should be used with caution and judgement. ProActive take no responsibility for performance management by using this template.*

|  |  |
| --- | --- |
| STAFF INFORMATION | |
| Name of staff member |  |
| Role |  |
| Skills |  |
| Responsibilities |  |
| Team/ area they are working |  |
| Their Qualifications |  |
| Who they report to |  |

|  |  |
| --- | --- |
| KEY OBJECTIVE AREAS | KEY PERFORMANCE INDICATORS |
| 1. |  |
| 2 |  |
| 3. |  |
| 4. |  |

|  |  |  |
| --- | --- | --- |
| OBJECTIVE (no) | RESULTS  *(Achieved – Not Achieved-Partially achieved)*  *This can be a rating out of 5* | COMMENT  *Where did they do well*  *How can they improve* |
| 1. |  |  |
| 2 |  |  |
| 3. |  |  |

|  |  |  |
| --- | --- | --- |
| TRAINING OBJECTIVES | | |
| Career plan? |  | |
| Skill areas needed | Suggested training/coaching/mentoring | By when |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| CORRECTIONAL AREAS NEEDED |  |
| WHAT WILL BE DONE |  |
| BY WHEN |  |
| BY WHO? |  |

|  |
| --- |
| FURTHER COMMENT |
|  |

|  |
| --- |
| Employer Name and signature |
| Employee Name and Signature |
| Date of review |