

Performance Overview & Goal Setting

Position	
Employee	
Address of Employment	
Meeting Date	
Line Manager	
Work Period	
Goal Setting Period	

Part B

Line Manager to complete.

B1

State any clarifications on the role

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B2

Review the completed discussion points in A2, and note the points of and action

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B3

Score your perception of the candidate's capability or knowledge in the following areas in terms of your current role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent).

Topic	Score 1-10
Time Management	
Communication Skills	
Delegation Skills	
IT /Equipment/ Machinery	
Attention to detail	
Steadiness under pressure	

Meeting Deadlines	
Creativity	
Team Working	
Adaptability & Flexibility	
Energy, Determination and Work rate	
Marketing – Social Media	
Team Work and Ability to gel with others	
Professionalism towards clients/peers	

B4

Review of objectives as set out from the reporting period and note the points of and action

Empty space for review of objectives

B5

List the objectives set out in the coming reporting period

Objective	Measure of Success	Comment
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Signed & Dated

Employee: _____ Line Manager: _____