**PERFORMANCE REVIEW (EXAMPLE 3)**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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**Performance Appraisal**

Employee Name: Position Title:

Manager Name: Review Date:

**Objective Setting and Performance Review**

|  |  |  |
| --- | --- | --- |
| Performance Objectives | Performance Measure | Actual Performance |
| List the responsibilities relevant to the position. | Describe how you will know if the task has been completed satisfactorily. Measures should be specific, measurable, attainable, relevant and time framed. | Comments on performance (as at the review date). |
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**Learning and Development Plan**

|  |  |  |
| --- | --- | --- |
| Development Objectives | Method of Development | Completion Date |
| Skills, behaviours or responsibilities which require development. | E.g. on the job training, formal course, project work. | When should the training be completed? |
|  |  |  |
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**Comments**

|  |  |
| --- | --- |
| **Employee Comments**  **Signed:**  **Date:** | **Manager Comments**  **Signed:**  **Date:** |