

Name:		
Date:		

Purpose of Review:

- To reflect on performance against KPIs
- A chance to re-adjust/take necessary next steps

KPI 1: Detail of KPI (must be SMART)	On/Off Track
<i>Comment on progress towards KPI with agreed next steps</i>	
KPI 2: Detail of KPI (must be SMART)	On/Off Track
<i>Comment on progress towards KPI with agreed next steps</i>	
KPI 3: Detail of KPI (must be SMART)	On/Off Track
<i>Comment on progress towards KPI with agreed next steps</i>	
KPI 4: Detail of KPI (must be SMART)	On/Off Track
<i>Comment on progress towards KPI with agreed next steps</i>	
KPI 5: Detail of KPI (must be SMART)	On/Off Track
<i>Comment on progress towards KPI with agreed next steps</i>	

Signed by Team Member		Signed by Line Manager	
Date		Date	

Name:		
Date:		

Purpose of Review:

- To reflect on how things are going
- A chance to share perspectives
- A chance to re-adjust/take necessary steps

How do you feel things are going?

What are you most proud of/happy with over the last week/month?

What I think you've done well.....

Your chance to catch people doing things right

What hasn't gone so well.....and more importantly what learnings have you taken from the situation?

Some helpful tips I can offer for you to work on.....

Your chance to offer some developmental feedback

What support do you need from me / your colleagues?

Is there anything else you want to discuss?