[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Performance Review Form - Development Review

A forward-looking review about growth, not judgement. There are no performance ratings in this document - only strengths, development goals, and the support to get there.

Employee	**[Employee name]**
Role	**[Role]**
Department	**[Department]**
Manager	**[Manager name]**
Review period	**[Review period start]** to **[Review period end]**
Meeting date	**[Meeting date]**
Goals from last review attached?	**[Yes / No]**

The employee's own view

Start with the employee's own words - what they are proud of, and where they want to grow.

[The employee's own development statement, in their words.]

Strengths inventory

Evidence-based strengths - each strength is anchored to a specific example. No ratings.

Strength	Specific example

Growth areas

Areas the employee wants to develop, with the impact closing each gap would have. No ratings.

[Company name]

Growth area	Impact of developing it

Development plan

Each development goal needs concrete actions, the support that will unlock it, and a target date.

Development goal	Actions	Support needed	Target date

Training and mentoring

Training wanted

[Training or courses the employee wants, and why.]

Mentoring and support

[Mentor, coach, shadowing, or on-the-job support to be arranged.]

Career interests

Where does the employee want to go next? Capture interests and the capabilities those paths would need.

Roles or directions of interest: **[Roles or directions of interest]**

Capabilities to build for them: **[Capabilities to build]**

Working conditions note: **[Working conditions note]**

Agreement

Development plan discussed and agreed between **[Employee name]** and **[Manager name]** on **[DD Month YYYY]**. A copy goes to the employee; the original is filed.

Privacy: a completed form holds personal data about the employee. Store it securely and share it only with the people who need it - the employee, their manager, and HR.