

PERFORMANCE DEVELOPMENT REVIEW—GENERAL STAFF

FIRST MEETING

DATE:

NAME:

POSITION TITLE:

SUPERVISOR:

Goals and expectations for 12 months.

Operational area	
<i>What are you going to achieve?</i>	<i>How will you know you've achieved it?</i>
<i>What support do you need?</i>	<i>What development do you need?</i>
<i>How is this linked to your school/unit plan?</i>	
Shared agreements and understandings	
12 MONTH REVIEW COMMENTS	DATE:

Performance Development Review—General Staff

Customer Service	
<i>What are you going to achieve?</i>	<i>How will you know you've achieved it?</i>
<i>What support do you need?</i>	<i>What development do you need?</i>
<i>How is this linked to your school/unit plan?</i>	
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12 MONTH REVIEW COMMENTS	DATE:

Performance Development Review—General Staff

Team Relationships	
<i>What are you going to achieve?</i>	<i>How will you know you've achieved it?</i>
<i>What support do you need?</i>	<i>What development do you need?</i>
<i>How is this linked to your school/unit plan?</i>	
Shared agreements and understandings	
12 MONTH REVIEW COMMENTS	
DATE:	

Performance Development Review—General Staff

Career and Professional Development (eg longer term goals and aspirations)	
<i>What do you want to achieve?</i>	<i>How will you know you've achieved it?</i>
<i>What support do you need?</i>	<i>What development do you need?</i>
<i>How is this linked to your school/unit?</i>	
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Performance Development Review—General Staff

Other (specify) (eg important areas not included above)	
<i>What are you going to achieve?</i>	<i>How will you know you've achieved it?</i>
<i>What support do you need?</i>	<i>What development do you need?</i>
<i>How is this linked to your school/unit plan?</i>	
Shared agreements and understandings	
12 MONTH REVIEW COMMENTS	
DATE:	