



# Staff Development and Performance Form

## OVERVIEW

<b>STAFF MEMBER NAME:</b>	<b>POSITION:</b>
<b>MANAGER/SUPERVISOR NAME:</b>	<b>DATE OF THIS MEETING:</b>
	<b>DATE OF LAST MEETING:</b>

<b>POSITION DESCRIPTION:</b> (or duty statement)	<input type="checkbox"/> Yes, PD (DS) is current <input type="checkbox"/> No, PD (DS) requires review / amendment. (see Record of Discussion and Feedback)
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<b>INCREMENTAL PROGRESSION:</b>	<input type="checkbox"/> Not applicable ( <i>e.g. staff member at top salary level</i> ) <input type="checkbox"/> Next increment due on _____ (see Record of Discussion and Feedback)
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<b>TRAINING:</b>	Mandatory training required? Yes/No (see Record of Discussion and Feedback) Other training options? Yes/No (see Record of Discussion and Feedback)
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<b>LEAVE PLANS</b> (for the next ..... months):	
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<b>KEY RESPONSIBILITIES AND OUTCOMES</b> (for the next ..... months):	1.
	2.
	3.
	4.
	5.
	6.
	7.

## RECORD OF DISCUSSION AND FEEDBACK



# Staff Development and Performance Form

**ACHIEVEMENTS AND CONTRIBUTION:**

*(in the review period)*

**REFLECTION ON WORK EXPERIENCE:**

*(in the review period)*

**WORK PERFORMANCE STRENGTHS AND WEAKNESSES:**

*(in the review period)*

**WORKPLACE CONSTRAINTS AND SOLUTIONS:**

*(for the coming period)*

**FUTURE TRAINING AND SUPPORT NEEDS:**



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## FUTURE DIRECTIONS AND CAREER OPTIONS:

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## REVIEW OF POSITION DESCRIPTION AND CLASSIFICATION:

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## NEXT STEPS

Action	
Timeframe	
Measure of success	
Comments	

Action	
Timeframe	
Measure of success	
Comments	

Action	
Timeframe	
Measure of success	
Comments	

Action	
Timeframe	



# Staff Development and Performance Form

Measure of success	
Comments	

Action	
Timeframe	
Measure of success	
Comments	

Manager/Supervisor  
summary comments

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Staff member  
summary comments

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Signed: \_\_\_\_\_ \*\*Date: \_\_\_\_\_  
(Staff member)

Signed: \_\_\_\_\_ \*\*Date: \_\_\_\_\_  
(Supervisor)

\*\* Signature indicates that the staff development and performance meeting has been held and discussed by the staff member and supervisor, and does not necessarily signify concurrence. A response may be attached.