

## **Employee Review and Development Process**

## **Review Record Sheet**

Employee name		
Job & Location		
Date		
Last review date		
Read the 2002 ERDP Guidance Notes. They indicate the matters and issues to think about for each section. If there is not enough space, use extra sheets. Plain paper will do. Record how many extra sheets in the box at the end of <i>this</i> sheet.		
Today a real many extra error at an error		
Section 1 REVIEW: Progress on work to date.		
TREVIEW: 1 Togrood on Work to date.		
Section 2 WOR	K DL AN: Tooks or projects to be completed and any new objectives	
Section 2 WORK PLAN: Tasks or projects to be completed and any new objectives, prioritised. Standards - maintenance and improvement.		
phontised. Standards - maintenance and improvement.		
Section 3 IMPR	OVEMENT - IDEAS, PROPOSALS: How can things be done better?	
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Tiow can beller tillin	gs get done:	
On attack A TDAIN	UNIO NICEDO: Wile of one than O	
Section 4 TRAIN	NING NEEDS: What are they?	

## STAFF - CONFIDENTIAL

Section 4. a. TRAINING NEEDS: What is going to be done about them?		
Section 5 SUPPORT NEEDS: \	What else might help you do your job better?	
Section 5 o SUPPORT NEEDS: N	What is gaing to be done about them?	
Section 5.a. SUPPORT NEEDS: \	What is going to be done about them?	
Section 6 SUPERVISION: Can your immediate supervisor help and guide you better?		
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When will employee and supervisor review progress on the work and follow-up action agreed here? (Next Review date)		
Tollow up action agreed here: (146)	At Noview date)	
Signatures		
Reviewee - Employee		
Devices Free level		
Reviewer - Employee's		
Supervisor / line manager Supervisor/line manager's		
manager		
(If you wish to comment, use a separate		
sheet)		
Number of extra sheets used. If nil write 'nil'.		

Now copy this and additional sheets. Reviewee and Reviewer each keep a copy of the whole Review Record and use it as a working document, a prompt for action.