



## 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 *this* sheet.

<b>Section 1 REVIEW: Progress on work to date.</b>	
<b>Section 2 WORK PLAN: Tasks or projects to be completed and any new objectives, prioritised. Standards - maintenance and improvement.</b>	
<b>Section 3 IMPROVEMENT - IDEAS, PROPOSALS: How can things be done better? How can better things get done?</b>	
<b>Section 4 TRAINING NEEDS: What are they?</b>	

STAFF - CONFIDENTIAL

**Section 4. a. TRAINING NEEDS: What is going to be done about them?**

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**Section 5 SUPPORT NEEDS: What else might help you do your job better?**

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**Section 5.a. SUPPORT NEEDS: What is going to be done about them?**

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**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)	Date

<b>Signatures</b>	
Reviewee - Employee	
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'.	
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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.