|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Employee Role:** |  |
| **Review Dates:** |  |

## Performance Plan

| **Tasks/Responsibilities** | **Key outcomes** | **Actual Performance** |
| --- | --- | --- |
| *(List the tasks and areas of responsibilities relevant to the position here)* | *(Describe what doing the job well looks like here)* | *(Comments on performance as at review dates here)* |
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| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Employer Signature:** |  | **Date:** |  |

## Development agreement

The following development opportunities have been discussed and agreed to be undertaken over the next <number of> months.

| **Areas for development** | **Actions** |
| --- | --- |
| *(Insert attributes, skills or behaviours that are agreed for learning or development here)* | *(Insert activities that will assist in development. They could be on-the-job training, class training at an external venue, coaching or mentoring from someone with the required skill here)* |
|  |  |
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| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Employer Signature: |  | Date: |  |