



**MOLESCROFT PRIMARY SCHOOL  
PERFORMANCE MANAGEMENT  
PRE-MEETING SELF EVALUATION**

**EMPLOYEE** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

What changes have there been to your qualifications, experience, and training portfolio over the last year?

What change / progress has been made in relation to your professional aspirations?

What are you particularly pleased about which you initiated over the past year?

What priorities do you consider are most important in terms of your own professional development?

What priorities do you consider are most important in terms of supporting you to meet your responsibilities in school?

What specific training needs do you believe are essential for you?

Do you have an initial view on the areas, which could form a basis for your targets for next year?

AOB



**MOLESCROFT PRIMARY SCHOOL  
PERFORMANCE MANAGEMENT  
REVIEW**

**PRE-MEETING REVIEW**

**EMPLOYEE** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Overall assessment of performance, including achievement of individual objectives (summarising relevant information)**

What progress has been made towards the achievement of annual objectives?

1

2

What has been your impact on other team and school objectives?

What has been done to help achieve objectives?

What other activities have been initiated, which have impacted on the school or moved professional development forward?

Statement agreed by:

Post holder: \_\_\_\_\_ date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ date: \_\_\_\_\_

Any post holder comments



**MOLESCROFT PRIMARY SCHOOL  
MOLESCROFT PRIMARY SCHOOL  
PERFORMANCE MANAGEMENT  
INDIVIDUAL PLAN**

**EMPLOYEE** \_\_\_\_\_  
**JOB TITLE** \_\_\_\_\_  
**DATE** \_\_\_\_\_

Job Title \_\_\_\_\_

Main Responsibilities


Initial Review carried out by \_\_\_\_\_

Date of Initial Review \_\_\_\_\_


Period covered by review \_\_\_\_\_ to \_\_\_\_\_




Name of Postholder \_\_\_\_\_

<b>Target _____</b> <b>Main Objective</b>	Mid – cycle progression	Notes from end of cycle discussions
Performance criteria		
Development / Training Requirements		

Name of Postholder \_\_\_\_\_

<b>Target _____ Main Objective</b>	Mid – cycle progression	Notes from end of cycle discussions
Performance criteria		
Development / Training Requirements		

Name of Postholder \_\_\_\_\_

<b>Target _____ Main Objective</b>	Mid – cycle progression	Notes from end of cycle discussions
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