

SECTION 1: WORK PLAN

PART 2

OBJECTIVES Drawn from job description and unit objectives. (Job description must be attached to review form) Are the objectives Specific, Measurable, Attainable, Realistic and Time framed?	PERFORMANCE MEASURES Measure quantity, quality, time & cost What things will tell you when you have achieved your objective?	ADDITIONAL SKILLS What new skills will you need to meet your objectives?

Work plan Agreed

Employee's signature _____ Supervisor's Signature _____ Next Level Manager's signature _____

Date: D M Y

Date: D M Y

Date: D M Y

SECTION 1: WORK PLAN

PART 2

OBJECTIVES Drawn from job description and unit objectives. (Job description must be attached to review form) Are the objectives Specific, Measurable, Attainable, Realistic and Time framed?	PERFORMANCE MEASURES Measure quantity, quality, time & cost What things will tell you when you have achieved your objective?	ADDITIONAL SKILLS What new skills will you need to meet your objectives?

Work plan Agreed

Employee's signature _____ Supervisor's Signature _____ Next Level Manager's signature _____

Date: D M Y

Date: D M Y

Date: D M Y

