PART 2

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

Work plan Agreed

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

Date_

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Supervisor's Signature

Date_

PART 2

Employee's signature_

Date:

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PART 2

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