

Annual Performance Review

Employee

Manager

Date of APR Meeting

Position

Position

47

Please make reference to your Department's / Service Area / Teams objectives or actions during planning.

- What has this meant for me over the last 12 months?
- What does this mean for me for the next 12 months?



Positivity



Trust and respect



Flexibility



Openness and transparency

Section 1 – Employee Section

Part 1A – Looking back and reflecting

Summary of your main achievements and performance in the last 12 months

This could include:

- Personal and work achievements during the last 12 months
- How well you feel you have performed in your role
- Any personal reflections on the previous 12 months
- What went well, what's not gone so well and what you have learnt from it
- Any objectives, targets or projects you are working on or completed
- How you feel you have demonstrated the LCC Values and Behaviours
- How you feel about your health and wellbeing and general attendance
- Any personal development you have had either through training or 'on the job'
- Do you have all the digital skills you need and if appropriate access to equipment
- If appropriate how you have performed against the LCC Performance Management Framework
- The results of any development tools and assessments you have used, for example, the LCC 360° feedback tool.

Part 1B – Looking forward

Suggested work, training & development objectives for the next 12 months

This could include:

- Any work objectives or targets you want to achieve or any personal objectives you may have
- Any work or career aspirations you may have
- Any learning and development you might need or want and how it could be delivered

Part 1C – Performance Summary

Employee's comments

[Empty box for employee comments]

50

Employee Signature

Date

Section 2 – Manager’s Section

Part 2A – Manager’s reflections

Manager’s reflections on performance from the last 12 months

This could include:

- What you consider are the employee’s personal and work achievements during the last 12 months?
- How well you feel the employee has performed?
- How has the employee performed in relation to any objectives, targets or projects they are working on or completed and any attendance or capability issues?
- What has gone well and not so well and what needs to improve?
- How they have demonstrated the LCC Values and Behaviours
- Do they have all the digital skills you need and if appropriate access to equipment?
- Any personal development they have had either through training or ‘on the job’
- If appropriate how they have performed against the LCC Performance Management Framework (leaders & managers)
- The manager’s reflection on any development tools and assessments they may have used.

Part 2B – Wellbeing and attendance

Manager's comments

This could include:

- Employee wellbeing & support
- Manager's performance on attendance & wellbeing support to their team

Part 2C – Looking forward

Agreed work and development objectives for the next 12 months

Objectives	Target date for completion	
		<p>This should be agreed by both parties and should include:</p> <ul style="list-style-type: none">• Reviewee objectives, personal, developmental and work• Reviewer objectives, personal, developmental and work• Work towards service and business plans

Part 2D – Specific professional requirements (complete if necessary)

Empty box for notes or details related to Part 2D.

- This could include:
- DBS status
 - HCPC Registration
 - Equipment checks
 - Uniform checks
 - Required training/refreshers
 - Annual check of driving licence and insurance documents

Part 2E – Performance Summary

Manager's comments

Large empty box for Manager's comments.

Manager's Signature

Date