

**Remote Performance & Development Review Form**

Treetops Hospice Care recognises the need to evaluate the performance of each of our employee’s, to value their contribution and to develop them to meet their full potential. The Performance & Development Review process is a valuable tool in helping us to do this.

|  |  |
| --- | --- |
| **Name of Employee** |  |
| **Job Title** |  |
| **Department** |  |
|  |  |
| **Name of Appraiser** |  |
| **Job Title** |  |
| **Date of Assessment** |  |

**1. Overview**

Due to the exceptional circumstances of 2020, we have fallen a long way behind our targets for PDR completion. Although we have covid secure arrangements in place, it is still not risk free to hold lengthy 1:1 meetings, we are therefore intending to complete as many reviews as possible remotely this year to bring us up to date and ready for next year. Your line manager has conducted the assessment against your latest objectives and set your objectives for the year to come and completed your personal development plan from their perspective. The PDR has now been forwarded to you for your comments on the assessment and objectives set and to add to your personal development plan. Please read and consider the content thoroughly before completing your responses, openly and honestly. If for any reason you do not agree with your Manager’s views of your performance & development, then in the first instance, please raise this in your comments. Your Manager will then arrange a discussion with you on any points at issue by telephone or face to face, as appropriate.

**2. Accuracy of Job Description**

You have been sent a copy of the Job Description for your role.

1. Can you confirm that your job description is accurate? Yes but please see below

b. If no, can you detail below areas of your role not shown in your job description so that they can be considered as part of this PDR:

|  |
| --- |
| **Elements of role not reflected or incorrect on Job Description** |
| **Manager Comments** |
| **Employee Comments** |

**4. Performance against last year’s Objectives**

Review progress against last year’s objectives as recorded in previous PDR.

|  |  |  |
| --- | --- | --- |
| **Description of Objective** | **Specific details of achievement required / progress agreed** | **Proposed Timescale** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
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|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |

**5. Review of Progress Against last year’s Training & Development Plan**

Review progress against last year’s Development Plan as recorded in previous PDR (carry forward anything outstanding if appropriate).

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| --- | --- | --- |
| **Area of Development** | **Agreed progress / achievement to be made and details of related support or tools to be provided / utilised** | **Proposed Timescale** |
|  |  | **Manager’s Comments** |
|  |  | **Employee’s Comments** |

**6. Performance Objectives for the next 12 months**

Treetops Hospice Care is committed to helping our employees to develop and achieve their full potential. Objectives are either a key element of your role or are designed to stretch you / give you a specific area of development / share your strengths and particular skills to support the growth of other team members whilst developing your coaching and other skills.

Please give details below of the objectives agreed for the year 2020/21

|  |  |  |
| --- | --- | --- |
| **Description of Objective** | **Specific details of achievement required / progress agreed** | **Proposed Timescale** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
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| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |
|  |  | **Manager’s Comments** |
| **Employee’s Comments** |

**7. Training & Development plan agreed for next 12 months**

Any areas of development identified through the PDR process should be recorded below. These should be as specific as possible and can be carried forward items from the development plan discussed during this performance & development review. All training must fit in with the overall strategic aims of the organisation.

NB: Identified training may be subject to financial constraints as determined by the Chief Executive.

|  |  |  |
| --- | --- | --- |
| **Name:** | **Post:** | **Date:** |
| Area of Development | Agreed progress / achievement to be made and details of related support or tools to be provided/utilised | **Proposed Timescales** |
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|  |  |  |

1. Appraiser’s comments:

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Name: Signature

Date

Name: Signature

Date

1. Appraisee’s comments:

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Name: Signature

Date

1. Action for Stage 3

Employee: Signature

Date

Manager: Signature:

Date