

Contributing  
to the council's  
priority  
outcomes

# Southampton City Council

## Performance Review

This document should be used to record agreed expectations and development plans for the coming year. Examples of work done and how, should be added both during and at the end of the 12 month period.

There are six sections:

- Personal Objectives/Job Requirements
- Personal Development Plan
- Council Values
- Personal Reflections
- Mandatory Learning
- Overall Comments

**Name:** [Insert here]

**Role:** [Insert here]

**Line Manager:** [Insert here]

**Appraisal Period:** [Insert here]  
(from/to)



# Personal Objectives/Job Requirements

At the start of the Appraisal period, agree objectives or job requirements for the next 12 months and record them below. Add more rows if necessary. The 'Met (Y/N)' and 'Describe your progress' columns are to be used at regular 1 to 1 meetings throughout the year to record performance against objectives or job requirements. Ensure entries are dated.

Personal Objectives/Job Requirements	Met (Y/N)	Describe your progress

# Personal Development Plan

At the start of the appraisal period, if there are learning and development needs for the next 12 months, record what they are and how they can be met. Please consider future career aspirations where appropriate. This section should be completed jointly by the manager and member of staff and reviewed at regular 1 to 1 meetings throughout the year. Ensure entries are dated.

What additional or improved knowledge or skills are required?	What development activities will be undertaken to support this? (Consider whether there is a relevant apprenticeship available.) (add link)	When will these activities take place?	What impact has each activity had?

# Council Values

Southampton City Council employees are expected to demonstrate the five Council Values



Can-do



Collaborative



Curious and creative



Customer focused



Commercially minded

Throughout the appraisal period, use the section below to jointly record examples of how work has been undertaken and the Council Values shown.

**Describe how these have been demonstrated**

Empty space for recording examples of work undertaken and Council Values shown.

# Personal Reflections

During the year, please record what has gone well, what could have gone better and what would have helped?  
Ensure entries are dated.

--

Complete the following sections at the end of the appraisal period.

## Mandatory Learning

<b>Is all mandatory learning up to date? (Y?N)</b>	
--	--

<b>If not, please list what needs to be completed in the next few months:</b>	
---	--

--

# Overall Comments

<b>Overall individual's comments:</b>		<b>Date:</b>	
<b>Overall line manager comments:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Overall second line manager comments:</b>			
<b>Name:</b>		<b>Date:</b>	

## Signing off

Once all sections of this document have been completed and seen by all parties, either the individual or line manager must record completion and upload the document on Business World.

<b>Date recorded and uploaded on Business World:</b>	
--	--