**Support staff Performance Development INTERIM REVIEW RECORD**

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| --- | --- | --- | --- |
| Name |  | Role |  |

**Part A: Status of current goals (as set in annual review meeting)**

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| --- | --- | --- | --- | --- |
| ID | Still relevant to role? | Evidence of progress against the agreed goal (responsibility of the appraise) | On track / Not on track | **Notes from meeting** [suggested prompts include: *What have been the challenges and how have you overcome these? What are likely to be the challenges going forwards, and how do you plan to overcome them? How has your work to date for this goal developed you professionally / spiritually? Where do you expect to be, come the summer review meeting?]* |
| ❶ |  |  |  |  |
| ❷ |  |  |  |  |
| ❸ |  |  |  |  |

**Part B: Any required actions identified**

|  |  |  |
| --- | --- | --- |
| What? | Who? | By when? |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Line Manager Signature |  | Date |  | Appraisee signature |  | Date |  |