**ANNUAL PERFORMANCE DEVELOPMENT**

**REVIEW**

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| Employee Name: |  |
| Position: |  |
| Service: |  |
| Review Date: |  |
| Line Manager: |  |

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| **Section 1** | **Review of last year**  Self assessment – to be completed by the employee or line manager on behalf of the staff member.  Review of Objectives – to be completed by the line manager  Core Values Assessment – to be completed jointly |
| **Section 2** | **The year ahead**  Refer to service objectives for developments in the coming year (copy to each staff member)  To be completed by the line manager. |
| **Section 3** | **Overview**  To be signed off by both the employee and the line manager. The annual performance review will then be passed to the service manager for comment and review. |

**Section 1**

**Review of Last Year**

**To be completed by the employee**

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| What are you proud of? What has gone well? |
| What are the things you want to do better or differently?  Were there any things you hoped to do but did not achieve? |

**To be completed by the line manager**

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| How well did the employee deliver against last years objectives? |
| What contribution(s) has the employee made that has been most valued? |

**Core Values Assessment**

**To be completed jointly**

Please use the comments section to identify any strengths and/or development needs.

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| **All Staff** | | **Comments** |
| Core Values | Committed to ensuring that older people are respected and honoured as individuals and are cared for with dignity, respect, kindness and understanding. Is enthusiastic and committed to furthering the Charity's aims in putting the resident at the heart of all that we do. |  |
| Personal Qualities | A passionate advocate of quality services, caring, respectful, friendly, compassionate and warm. Chooses a positive attitude and brings fun to their work. |  |
| Integrity | Demonstrates a high standard of personal and professional behaviour and puts core values and ethics into practice. Treats all people with dignity and respect, promoting equality and diversity in all its forms. |  |
| Continual Improvement | Identifies problems and suggests solutions or seeks advice as required. Identifies opportunities to improve working practice, challenges appropriately and is prepared to raise concerns about quality, performance or safety. |  |
| Communication | Actively listens and encourages communication with residents (where applicable), is patient, polite and courteous. Shares information with colleagues at the appropriate level with due regard to confidentiality, completes required documentation in manner which is understandable, relevant, clear and concise. |  |
| Working with others | Works collaboratively, considering the impact of their actions on the team and the end result for the resident(s). Has a positive 'can do' attitude. |  |
| Self management | Demonstrates self awareness, willing to reflect on own performance and respond positively to feedback. Takes responsibility for own continuing personal development, willing to learn from and share experience with others. |  |
| Organisation | Accommodates new and different requests by prioritising and reorganising workload or seeks assistance to maintain service levels. Is flexible and adaptable. |  |
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| **This section is to be completed for all staff who line manage other staff, ie staff who are responsible for completing Supervisions and PDRs for others.**  **If not applicable continue to page 7.** | | |
| **Line Managers** | | **Comments** |
| Leadership | Leads by example, providing timely constructive feedback, praise and recognition. Engages staff in decision making by consulting, involving and empowering them to effect change; where this is not possible takes responsibility for decision making and ensures understanding and commitment. Supports staff in their continuing personal development. |  |
| Management | Identifies issues early and makes use of supervision and management intervention at the appropriate level, instigating HR Policy and Procedure where appropriate. |  |
| Governance | Understands and utilises systems and processes to provide assurances that quality services to residents are being delivered and monitored. |  |
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| **Home Managers and Senior Management Team**  **If not applicable continue to page 7.** | | |
| **Senior Managers** | | **Comments** |
| Strategy and Vision | Identifies future challenges and uses knowledge and evidence to improve risk management and develop strategies to adapt and improve services to residents and club members. Engages the Senior Team, Trustees and other key stakeholders in creating a shared vision which reflects the future needs of residents and club members. |  |

**Section 2**

**The Year Ahead**

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| What contribution will you make to the service development objectives? | How will you know you have been successful? | Target Date |
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**Section 3**

**Overview**

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| Overall comments by the line manager  Signature Date |
| Overall comments by the employee  Signature Date |
| Review by Home/ senior manager  Signature Date |