

Employee Performance Management Form

Date: _____ dd / mm / yyyy

EMPLOYEE DETAILS

Employee details

ROLES AND RESPONSIBILITIES

Roles and responsibilities

PERFORMANCE GOALS

Performance goals

DEVELOPMENT AND TRAINING NEEDS

Development and training needs

SUPERVISION AND SUPPORT STRUCTURE

Supervision and support structure

PERFORMANCE METRICS AND EVALUATION

Performance metrics and evaluation

CHALLENGES AND RISK MITIGATION

Challenges and risk mitigation

EMPLOYEE FEEDBACK AND INVOLVEMENT

Employee feedback and involvement

TIMELINE AND REVIEW

Timeline and review