

OBJECTIVES RECORD

NAME:

MANAGER/COACH:

DEPT/BUSINESS:

DATE OF REVIEW:

OBJECTIVES – should be SMART	TARGET COMPLETION DATE	PROGRESS (i.e. completed, on schedule or revised completion date)	WHAT WENT WELL AND WHY? WHAT DIDN'T GO WELL AND WHY?
1.			
2.			
3.			
4.			
5.			
6.			

OBJECTIVES (cont)	TARGET COMPLETION DATE	PROGRESS (i.e. completed, on schedule or revised completion date)	WHAT WENT WELL AND WHY? WHAT DIDN'T GO WELL AND WHY?
8.			
9.			

ANNUAL REVIEW	
Main Strengths	Main areas for further development

PREPARING FOR THE FUTURE	What are your career or professional goals? Are they realistic? What skills and development activities are needed to address these aspirations?
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Signed _____

(Manager) _____ (Appraisee)