

National Probation Service

**PERFORMANCE AND PERSONAL DEVELOPMENT REVIEW**

**PERSONAL DETAILS**

<b>Name:</b>	<b>Payroll Number:</b>
<b>Job Title/Band:</b>	<b>Date into post:</b>
<b>Unit/Location:</b>	<b>Period of Review:</b>
<b>Review Type:</b> End of year/On transfer	
<b>Dates of interim reviews:</b>	<b>Date of half-year review:</b>

**B. OBJECTIVES**

<p><b>B1 Mandatory Management Objective</b></p> <p>(for <b>all</b> managers with staff management responsibilities):</p> <p>To help individuals improve their job performance and develop their potential.</p>	<p>PPDR is opened and PDPs are in place by 31 May or within one month of appointment and completed by the following 30 April</p> <p>Quarterly 1-1 discussions to review performance and development, and to identify any Access to Work needs and/or any reasonable adjustments which need to be made</p> <p>Diversity and equality are fully addressed throughout the PPDR process and that resulting needs which arise are prioritised</p>	<b>Review of Performance</b>
		<p><b>ASSESSMENT</b></p> <p><b>Exceeded</b></p> <p><b>Achieved</b></p> <p><b>Not Achieved</b></p>

<b>B2 Work Objectives</b>	<b>Review of Performance</b>
<i>SMART objectives which include in year changes as needed. These should be linked to the Business Plan and National Occupational Standards.</i>	<b>ASSESSMENT (one for each work objective)</b> <b>Exceeded</b> <b>Achieved</b> <b>Not Achieved</b>
	<i>What has been delivered and how has the Jobholder used their skills and knowledge to achieve objectives</i>
	<b>ASSESSMENT</b>
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### C. SKILLS SET

<b>Key skills for the job</b>	<b>Assessment</b>
<i>Identify the core skills essential for the job from the National Occupational Standards where possible or otherwise the person specification for the job.</i>	1 needs development 2 meets requirements 3 exceeds requirements of the role


**D. PERSONAL DEVELOPMENT PLAN**

<b>Development need(s)</b>	<b>Actions and resources</b>	<b>Review outcomes</b>
<i>Ensure you have discussed: Why development is needed? What improvement or new knowledge or skills is needed and by when?</i>	<i>What method is suitable to develop the required skills and knowledge? What resources are needed?</i>	<i>What has been achieved? What impact has this had on your job?</i>

**E. LINE MANAGER’S OVERALL ASSESSMENT**

Overall comments on the Jobholder’s performance over the year. This will include any additional evidence of their performance against the job description and work objectives and evidence of demonstrating key skills criteria.

