**Employee Review & Recognition Form**

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| Name: |  |
| Year or period covered: |  |
| Date: |  |
| Reviewer: | |

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| Review the last year – has the role changed, discuss achievements/frustrations |

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| Do you have any feedback or suggestions? (Including any ideas for team training) |

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| Review last year’s objectives and discuss future plans, thoughts and ideas |

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| List updated objectives for coming year, including any outstanding objectives from the previous year (these should be agreed together). | | |
| **Objectives** | **By when** | **Comments** |
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| Anything else to discuss |

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| Overall comments and feedback |

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| --- | --- |
| Signed by employee: | Date: |
| Signed by reviewer: | Date: |