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| **First name:** |  | **Surname:** |  |
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| **Date:** |  |  **Department /** **Division:** |  |

**Top of Form**

**Planning the year ahead**

**1. What are your key performance standards / objectives and activities for the
coming year?**This can include School-wide activities such as Green Impact Teams, School networks etc.

| **Performance standard / objective / activity** |
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**2. What learning and development and / or other support (if any) is required to help achieve these performance standards / objectives and support your personal and career development?**

| **Learning and development and / or other support** |
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1. **We want to encourage people to consider their longer term career options, and, where appropriate, offer support in achieving these personal goals. What are your longer term career aspirations and how can LSE help with them?**

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**Reflecting on progress**

1. **What are your key achievements against your performance standards / objectives?**

|  **Performance standard / objective** | **Achievement / progress / comment** |
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1. **What other achievements have you had on top of your objectives?**These could be wider activity in the Division/Department/Centre or School. This can be things such as involvement in Green Impact Teams, the School’s networks (e.g. Spectrum, Power, EMBRACE, Parents and Carers) or contribution towards School achievements such as Athena Swan, Investors in People etc.

**Effective Behaviours**

**3. The effective Behaviours Framework is designed to support the LSE’s Ethics Code.** This sets out six core principles underpinning life at LSE. It says that all members of the LSE community, including students, staff and governors, are expected to behave in line with these principles. For **relevant** headings, give at least one example of how you have behaved in a way that supports this area (you may want to refer to the [Effective Behaviours Guidance](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Effective-Behaviours-Guidance-v3a-Oct-2018-2.pdf) for examples).

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| **Responsibility and accountability****Integrity** **Intellectual Freedom****Equality of Respect and Opportunity****Collegiality****Sustainability** |

Bottom of Form

**Manager’s overall comments on performance**

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