|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review year:** |  | | **Review stage:** 6 month / annual review *(delete as appropriate* | | | |
|  | | |  |  |  | |
| **First name:** |  | | **Surname:** |  | | |
|  |  | |  |  | |  |
| **Date:** |  | **Department /** **Division:** | |  | | |

**Top of Form**

**Part 1. Reflecting on the past year** *(for completion by the reviewee)*

i. What were your key achievements against your performance standards / objectives   
in the past year?

| Performance standard / objective | Achievement / progress / comment |
| --- | --- |
|  |  |

**ii. What learning and development (if any) did you undertake last year and how effective was it in supporting your achievements?**

| **Training and development undertaken** | **Achievement / progress / comment** |
| --- | --- |
|  |  |

**Part 2. Looking forward: planning for next year**

**i. What are the key performance standards / objectives for the coming year?**

| **Performance standard / objective** |
| --- |
|  |

**ii. What learning and development and/or other support (if any) are required to help achieve these performance standards /objectives?**

| **Performance standard / objective** | **Learning and development and / or other support** |
| --- | --- |
|  |  |

**Part 3. Development: longer term career goals** *(optional)*

**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 what can LSE do to help with them?**

|  |
| --- |
|  |

**Part 4. Effective Behaviours**

The effective Behaviours Framework is designed to support the LSE’s Ethics Code. This already sets out six core principles underpinning life at the LSE. It says all members of the LSE community, including students, staff and governors, are expected to behave in line with these principles.

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

**Comments**

|  |
| --- |
|  |

**Part 5. School wide activity**

We encourage all colleagues to play an active role in the School. This can be things such as involvement in Green Impact Teams, the Schools networks (e.g. Spectrum, Power etc) or contribution towards School achievements such as Athena Swan, Investors in people etc

**Comments**

|  |
| --- |
|  |

Bottom of Form

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Manager’s comments on last year’s performance**   |  | | --- | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Surname** |  | **First name** |  | **Completion date** | Click here to enter a date. | |
| **Individual’s comments on discussion and Manager’s assessment**   |  | | --- | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Surname** |  | **First name** |  | **Completion date** | Click here to enter a date. | |
| **Additional comments by ‘Senior Manager’**   |  | | --- | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Surname** |  | **First name** |  | **Completion date** | Click here to enter a date. | |