

## HALF YEAR PERFORMANCE REVIEW

Employee Name	Department	Reports to	Date completed

Key Result Area Goals to attain	H1 Review Please try and relate it to company values where possible	Score/Reward	Comments
1. Training & Development			
2. Product Knowledge Stocking & Ranging			
3. Customer Service			
4. Community Engagement			
5. Profit/Revenue Focus.			

Learning & Development requirements	
Skill Gaps Identified	
Action plan	
Learning attained	
Collaboration with others	
360°Feedback (Note subject)	Employee can give feedback on the business, staff, superiors, products or services
Products	
Processes	
Manager/Supervisor	
Colleagues	
Business Overall	

Your LOGO/Shop Name Here

Your Career Plan – SMART KPI's	Results/Future Focus

Notes

\*By signing this document all parties agree to its contents.

Employee Signature	LM Signature	Date