

Performance Development Review (PDR) guidance



The Performance Development Review (PDR) is a key tool to review employee performance and ensure ongoing development. It is recommended these reviews are conducted on a 6 monthly and annual basis.

- 1** Ensure that objectives are adequate to the role and aligned with customer experience goals.
- 2** Value, thank and praise people in line with company culture on a regular basis, don't wait until the PDR.
- 3** Explain clearly new objectives and define them with SMART (Simple, Measurable, Achievable, Realistic, Time bound) targets.
- 4** Explore development opportunities, training requirements, and career progression plan.
- 5** Listen and ensure employee's engagement.



For further information see www.iwfm.org.uk/about/the-professional-standards.html

Performance Development Review (PDR)

Your company name:

Name:

Role:

Objectives - review of last year / initial objectives:

Objective 1:

Current progress: Complete In progress No progress

Comments:

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continued

Objective 2:

Current progress: Complete In progress No progress

Comments:

Objective 3:

Current progress: Complete In progress No progress

Comments:

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continued

Objective 4:

Current progress: Complete In progress No progress

Comments:

Objective 5:

Current progress: Complete In progress No progress

Comments:

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Objectives - set for coming year:

Smart objective 1:

Key actions:

Key performance indicators:

Time frame:

Smart objective 2:

Key actions:

Key performance indicators:

Time frame:

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continued

Smart objective 3:

[Empty text box]

Key actions:

[Empty text box]

Key performance indicators:

[Empty text box]

Time frame:

[Empty text box]

Smart objective 4:

[Empty text box]

Key actions:

[Empty text box]

Key performance indicators:

[Empty text box]

Time frame:

[Empty text box]

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Smart objective 5:

Key actions:

Key performance indicators:

Time frame:

Training & development requirements

Description of training and development requirements:

Time frame:

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continued

Summary:

Date:

Employee name:

Signature:

Date:

Line manager name:

Signature: