**ACTION PLAN**

**FOLLOWING PERFORMANCE APPRAISAL INTERVIEW**

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| Employee Name: |
| During the discussion reviewing your performance on / / we each agreed to commit to an action plan at maximising the effectiveness of your role within the organisation. |
| **I agreed to**: |
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| **You agreed that you would:** |
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| **This will be reviewed periodically to ensure:** |
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| We also briefly discussed what your job objectives should be for the coming year, and as indicated, I now require you to complete the enclosed Action Plan Form in light of the things we said and to meet with me to discuss them, on / / . |
| Signed (Manager): |
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