

Monthly One to One Form

Staff Member

Manager

Date

Period Under Review

What has gone well this month?

What do you feel needs development?

Performance against last months objectives: What have you ACHIEVED? What have you NOT ACHIEVED and WHY?

Goal	Outcome	Comments

Performance against key KPIs

KPI	Target	Actual	Divergence	Comments

Staff Member Comments

Large empty text area for staff member comments.



This month's objectives

Goal	Action(s)	Deadline	Support	Deliverable

Signed Staff Member		Signed Team Manager		Date	
---------------------	--	---------------------	--	------	--

