

## INTERIM REVIEW

Employee's Name:	Date of meeting:	
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Key achievements since last review / appraisal	Priorities / Areas of focus for next review period
Issues / Concerns / Points to raise	Development & Training Requirements

**Actions from this meeting:**

Action	By When

Current Performance		
Exceeding expectations	Meeting expectations	Not meeting expectations

**By signing this personal improvement plan 121 form, both parties acknowledge that they have read and discussed the contents of the form.**

Employee's signature: \_\_\_\_\_

Manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_