



Workforce.
Employee Management Software

Workforce appraisal

Objective setting reviewer's



Objective setting checklist for reviewer

Use this checklist to help you prepare for your objective setting conversation and to note any actions to take afterwards.

Before the meeting	Complete
Read the objective setting guidance for managers	<input type="checkbox"/>
Arrange an objective setting conversation with the reviewee	<input type="checkbox"/>
Review last year’s appraisal form (if applicable)	<input type="checkbox"/>
Review current role and responsibilities	<input type="checkbox"/>
Make a list of key things to discuss	<input type="checkbox"/>

During the meeting	Complete
Discuss how much progress has been made against last year’s performance management review (if applicable)	<input type="checkbox"/>
Discuss the organisations strategic objectives and how they translate into the team/service objectives	<input type="checkbox"/>
Agree three to five SMART objectives with my reviewee	<input type="checkbox"/>
Discuss any learning and development needs and resources	<input type="checkbox"/>
Agree what evidence may be required to demonstrate performance against the objectives and how this evidence will be gathered	<input type="checkbox"/>

After the meeting	Complete
Review and approve reviewee’s submitted appraisal form through Workforce.	<input type="checkbox"/>
Provide comments and suggested changes if you are not able to approve the objectives	<input type="checkbox"/>
Continue to have regular conversations regarding performance with the reviewee	Ongoing