

## Annex A – Draft Performance &amp; Development Management Form



House of Commons

Performance &amp; Development Management

Pay bands A – E

Guidance on completing each section of this form can be found at:

[http://dfaweb.parliament.uk/hocstaff/pdr/pdm\\_guidance.doc](http://dfaweb.parliament.uk/hocstaff/pdr/pdm_guidance.doc)

| A. INDIVIDUAL DETAILS  |  | See Guidance section X.X |
|--|--|--------------------------|
| Name   |  |                          |
| Department & Office/Section                                      |  |                          |
| Post, pay band & FTE   |  |                          |
| Period covered   |  |                          |
| Details of any substitution or temporary promotion during period |  |                          |
| Line manager   |  |                          |
| Countersigning manager   |  |                          |
| B. CONTEXT   |  | See Guidance section X.X |
| Corporate tasks  |  |                          |
|  |  |                          |
| Office/Section objectives  |  |                          |
|  |  |                          |
| Job purpose  |  |                          |



|  |                          |
|--|--------------------------|
| <b>C. INDIVIDUAL KEY OBJECTIVES</b><br><i>(cut &amp; paste objective sections as required)</i> | See Guidance section X.X |
|--|--------------------------|

|                               |                           |                      |
|-------------------------------|---------------------------|----------------------|
| <b>Objective</b>              |                           |                      |
|                               |                           |                      |
| <b>Milestone(s)</b>           | <b>Target date</b>        | <b>Date achieved</b> |
| 1.                            | 1.                        | 1.                   |
| <b>Development needs</b>      | <b>Development method</b> |                      |
|                               |                           |                      |
| <b>Key objective comments</b> |                           |                      |
|                               |                           |                      |

|  |   |
|--|---|
| Where the current overall performance does not meet the requirements of the job, put an X in the box and refer to the Guidance section XX [with Performance Management Procedures hyperlink] | <input style="width: 20px; height: 20px;" type="checkbox"/> |
|--|---|

|                               |                          |
|-------------------------------|--------------------------|
| <b>D. OVERALL PERFORMANCE</b> | See Guidance section X.X |
|-------------------------------|--------------------------|

|   |
|---|
| <b>Individual's summary (at end of year report only)</b>                                  |
|   |
| <b>Line Manager's summary and endorsement of performance (at end of year report only)</b> |
|   |
| <b>Countersigning Manager's comments (at end of year report only)</b>                     |
|   |

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>E. DEVELOPING FOR THE FUTURE</b> | See Guidance section X.X |
|-------------------------------------|--------------------------|

|                          |                           |
|--------------------------|---------------------------|
| <b>Development needs</b> | <b>Development method</b> |
| 1.                       | 1.                        |