**Documented Annual Performance Review of Staff - Pigs**

The performance and competence of **employees** (not personnel, workers or family members) must be reviewed and documented annually. Gaps in competence must be noted and addressed by refresher training (logged in training records) immediately or within a defined timeline.

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| **Staff Member Name** |  | **Reviewer Name** |  |
| **Job title** |  | **Review Date** |  |

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| **Key Tasks and Responsibilities** | **For each task, how well is the staff member delivering it? Do they have the correct skills and competence?** | | **Comments (for any gaps identified, note the required action & date for completion)** |
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| **Looking Back over the last 12 months, what has gone well? (staff member and/ or reviewer comments)** | | **Looking Back over the last 12 months, what has not gone so well? (staff member and/ or reviewer comments)** | |
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| **What are the objectives for the staff member for the next 12months?** | | **Are there any skills that need to be developed to deliver this? Any training needs?** | |
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| Space for you to add questions relevant to your business | | | |
| **Signature – staff member** | |  | |
| **Signature - reviewer** | |  | |