**APPENDIX No XXX: PERFORMANCE REVIEW LOG SHEET**

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| **PERFORMANCE REVIEW LOG SHEET** |
| Use this Performance Review Log Sheet to record performance issues, progress and agreed actions during on-going performance reviews. The log sheet shows recorded success, shortcomings and planned actions to facilitate required success. This forms part of the performance evidence required during appraisals to justify the ratings that the supervisee gives the supervisee during the 1st and 2nd appraisals. |
| **Performance Period:**  | **Supervisee Name:**  **Position & Grade:**  **Supervisor Name:**  **Position & Grade**:  **Division /Unit / Section:**  | **Signatures & Dates** |
| **Date** | **Quarter** | **#** | **Objective** | **Performance Issues Observed & Discussed** | **Agreed Actions** (including required support to enable delivery) | **Responsible Person** | **Start - End Action Dates** | **Supervisor Comments and Recommendations** | **Supervisee** | **Supervisor** |
|   |   |  |  |  |  |  |  |  |   |   |