

# Performance agreement template

Employee :( insert employee's name here)

Role:(insert employee's role here)

Date:(insert date here)

Review dates

Task/responsibilities	Key outcomes	Actual Performance
(List the tasks and areas of responsibilities relevant to the position here)	(Describe what doing the job well looks like here)	(Comments on performance as at review dates here)

Employer Signature:

Employee Signature:

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## Development agreement

The following development needs have been discussed and agreed to be undertaken over the next <number of> months.

Areas for development	Actions
(Insert tasks, skills or behaviours that following discussions are agreed to require development here)	(Insert activities that will assist in development. They could be class training at TAFE, on-the-job training, coaching from someone with the required skill here)

Employer Signature:

Employee Signature: