[Insert organisation name/logo]

# CEO/MANAGER PERFORMANCE AND DEVELOPMENT REVIEW

|  |  |
| --- | --- |
| **CEO/Manager’s name** |  |
| **Length of time in the position** |  |
| **Review period** | **□ 6 months since appointment**  **□ Annual review**  **□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date of review** |  |
| **Date of last review** |  |

|  |  |
| --- | --- |
| **Reviewers** | |
| **Board member No.1 undertaking the review** |  |
| **Position** |  |
| **Board member No.2 undertaking the review** |  |
| **Position** |  |

## SECTION 1. BACKGROUND

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| *Please provide comments about the factors influencing outcomes at the organisation over the last twelve months.* |
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## SECTION 2. PERFORMANCE

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| --- | --- | --- | --- |
| *Complete the following table according to the CEO/Manager’s performance* | | | |
| **Strategic or operational objectives** | **Outcomes achieved** | **Comments on KPI achievements of the strategic or operational plan** | **How can the Board and CEO/Manager work together to achieve this goal or strategy over the next twelve months** |
|  | **□ Yes □ No** |  |  |
|  | **□ Yes □ No** |  |  |
|  | **□ Yes □ No** |  |  |
|  | **□ Yes □ No** |  |  |
|  | **□ Yes □ No** |  |  |

## SECTION 3. WORKING WITH THE BOARD

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| *Please provide comments about the relationship with the board, communication, support to the Board, etc.* |
|  |

## SECTION 4. GENERAL COMMENTS

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| **Reviewers’ comments and recommendations** |
| **Reviewer No.1** |
|  |
| **Reviewer No. 2** |
|  |

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| **CEO/Manager comments** |
|  |

## SECTION 5. CLOSING

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| **CEO/Manager** | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reviewers** | | | | |
| **Name of reviewer No.1** |  | | | |
| **Signature** |  | | **Date** |  |
| **Name of reviewer No.2** |  | | | |
| **Signature** |  | **Date** | |  |