

**APPRAISAL MEETINGS
OBJECTIVE SHEET ON-GOING REVIEW PROCESS**

Name		Department	
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Stage 1 (Objectives) <i>Set at Preliminary Meeting</i>	Action Plan <i>Set at Preliminary Meeting</i>	Stage 2 (Interim) <i>Review and Comment</i>	Stage 3 (End of year) <i>Review and Comment</i>
1.			
2.			
3.			

Stage 1 (Objectives)	Action Plan	Stage 2 (Interim)	Stage 3 (End of year)
<i>Set at Preliminary Meeting</i>	<i>Set at Preliminary Meeting</i>	<i>Review and Comment</i>	<i>Review and Comment</i>
4.			
5.			

Stage 1 – Preliminary meeting		Stage 2 – Interim meeting		Stage 3 – End of year / annual review	
Education supervisor		Education supervisor		Education supervisor	
Appraisee		Appraisee		Appraisee	
Date		Date		Date	