

## Action plan

|                                      |  |             |  |
|--------------------------------------|--|-------------|--|
| Jobholders Name                      |  | Review date |  |
| <b>Actions required by appraisee</b> |  |             |  |
|                                      |  |             |  |
| <b>Action required by appraiser</b>  |  |             |  |
|                                      |  |             |  |

Agreed

|           |  |      |  |
|-----------|--|------|--|
| Jobholder |  | date |  |
| manager   |  | date |  |