**3 Cs - Valuing Individuals and Performance**

**2020/2021 Review Period**



**Name:**

**Line Manager:**

**Department & Division:**

As Reporting Officer I can confirm that the Job holder has maintained their performance to an acceptable standard appropriate for their grade and can progress to the next incremental point of their pay scale from the due date. **YES/NO**

**Reporting Officer’s Comments:**

**Countersigning Officer’s Comments:**

I can confirm that I have had a minimum of 6 performance conversations with the job holder during the last performance year. **YES/NO**

**Signature of Line Manager:**

I can confirm that I have had a minimum of 6 performance conversations during the last performance year. **YES/NO**

**Signature of Job Holder:**

|  |  |  |
| --- | --- | --- |
|  | **Key discussion points** | **Actions and Development Plan** |
| **CREDIBILITY** |
| **Has open conversations**  | Date: |  |
| **Address the issues** | Date: |  |
| **Builds supportive relationships** | Date: |  |
| **Professional and credible** | Date: |  |
| **CREDIBILTY:****Feedback received:** |  |
| **What support do you need from me?** |  |

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| --- |
| **CAPABILITY** |
| **Encourages innovation/ supports change** | Date: |  |
| **Future focussed** | Date: |  |
| **Makes considered decisions** | Date: |  |
| **CAPABILITY****Feedback received:** |  |
| **What support do you need from me?** |  |

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| --- |
| **CHARACTER** |
| **Trusts and is trusted** | Date: |  |
| **Inspires and motivates** | Date: |  |
| **Positive energy and drive** | Date: |  |
| **CHARACTER****Feedback received:** |  |  |
| **What support do you need from me?** |  |  |

Refer to the IOM People qualities as an indicator for effective and ineffective behaviours