Stage 2  
Senior Executive - Mid-Cycle Performance Review

This template is designed to record your mid-cycle performance and development review comments and should be used in conjunction with your performance management plan (PMP).

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| **Officer name:** |  |  | **Officer signature:** |  |
| **Classification level:** |  |  | **Manager signature:** |  |
| **Division/Branch:** |  |  | **Date of meeting:** |  |
| **Manager name:** |  |  | **Period under review:** |  |

It is recommended that managers and Senior Executives prepare for the mid-cycle review process by reviewing their performance and leadership behaviours against the work outcomes and performance measures outlined in their PMP. Once completed, it is recommended that the PMP be stored as per Department protocol.

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| **Section 1: Mid-Cycle Performance Review – business/work outcomes – manager comments** | |
| **Business/Work Outcome**  (As per the PMP) | **Comments** (summary of progression towards achieving business outcomes agreed to in the PMP |
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| **Section 2: Leadership behaviour – manager comments** | |
| **Leadership Behaviour**  (As per the PMP) | **Comments** (Summary of progression towards achieving leadership behaviours and measures in the PMP |
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| **Section 3: Learning & Development Plan (comments on progress to date)** |
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| **Section 4: Career Aspirations & Goals (discussions and comment on progress to date)** |
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| **Section 5: Expectations around working relationship (discussions and comment on ongoing working relationship)** |
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Any amendments arising from this review should be updated in the PMP document.