

Performance & Development Review (PDR) – Q3 2025

Employee Information

Employee Name:	
Position/Title:	
Department:	
Manager:	
Date of Review:	

1. Key Objectives & Achievements

Summarise progress against agreed objectives for this quarter and key achievements.

2. Strengths & Development Areas

Identify key strengths demonstrated and areas where further development is required.

3. Learning & Development Needs

Highlight training, mentoring, or development opportunities to support growth.

4. Career Aspirations

Document short-term and long-term career goals, including potential pathways.

5. Manager Feedback & Comments

6. Sign-Off

Employee Signature:		Date:	
Manager Signature:		Date:	