



# 121 FORM

You can type in your response in the boxes provided

Essential Reference Paper D

Name

Manager

Date of meeting

## Part One

Review objectives discussed at last 121 meeting

**Objective discussed previously**

**Comment on progress**

**Completed or  
set to revised  
timetable?**

## Part Two

Discuss performance at work and agree on objectives to be actioned by employee by next 121 meeting

**Outcome to be achieved  
by employee**

**Timescale**

**Comment  
(e.g. support needed)**

## Part Three

Discuss any other issues which are relevant (e.g. employee health and well-being, annual leave, working environment, health and safety in and outside the office, adjustments for disability, IT systems, learning experience and evaluation, suggestions for improvements etc).

Date of next 121 meeting

Employee

Signature

Date

Manager

Signature

Date