

LEARN. **GROW.** AIDIFY.

**RESOURCE HUB**

**FOR GXP MANAGERS**

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**TOP SECRET | Trade secret of AIDIFY sp. z o.o.**

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1. **Employee Information**

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Department |  |
| Review Date |  |

1. **Performance Metrics**
   1. **Key Goals from the Previous Year:**

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Status | What was done? | How was done? |
| Position |  |  |  |
| Department |  |  |  |
| Review Date |  |  |  |

* 1. **Achievements & Successes:**
  2. **Areas for Improvement:**

1. **Feedback**

* Identify the key issues using the FUKO model.
* Gather any relevant data or examples.
* Reflect on the desired outcomes.

**Find the article titled “The Role of Feedback in Teamwork: How to Effectively Give and Receive Feedback?” in the Resource Hub for GxP Managers to explore further!**

1. **Professional Development**
   1. **Completed Training and Certifications:**
   2. **Skills Acquired:**
   3. **Suggested Areas for Development:**
2. **Goals for the Coming Year**

|  |  |
| --- | --- |
| Goal Title | Goal Description |
|  |  |
|  |  |
|  |  |

1. **Other Notes**
2. **Signatures**

|  |  |  |
| --- | --- | --- |
| Role | Name and Surname | Date |
| Employee Signature |  |  |
| Manager Signature |  |  |