

Guide to completing your Performance Achievement Form

Before you complete the form

You will be expected to carry out the below actions prior to completion of the Performance Achievement Form. Use the checklist on the form to confirm to your line manager that you have done this.

1. Visit the [Performance Achievement Hub](#) on HseLand to explore the resources available.
2. Complete all relevant [HSeLand](#) webinars on Performance Achievement.
3. Review documentation relevant to your role for example job specification, relevant operational / corporate plans (including the HSE Corporate Plan 2021 – 2024, the HSE National Service Plan 2023, and the Sláintecare Action Plan 2023).

Completing the form

Staff Member Details

Include your details alongside your line managers. This will ensure that there is an accurate record of each staff members form.

Role Objective and Purpose

Take some time to think about your current role as it stands, ask yourself questions like what is the purpose of my role? What value am I adding to the HSE? Why is my role required? It is important to have a clear picture of where you currently stand prior to initiating any goal/objective setting for the future.

Setting your Goals/Objectives

1. Your goals/objectives define what you will focus on in your role to achieve expected outcomes.
2. Use the SMART methodology to ensure your goals/objectives are specific, measurable, achievable, relevant and timely.
 - a. Specific – what exactly am I trying to achieve? Describe what it is that you wish to achieve.
 - b. Measurable – how will I know when I have achieved my goal/objective? How will I measure my success?
 - c. Achievable - Is it genuinely possible to achieve my goal?
 - d. Relevant – How does my goal align with HSE values? Is my goal linked to my role and my teams priorities?
 - e. Timely – when do I want to achieve the goal by? Can my goal be achieved in a reasonable timeframe?
3. Additional objectives can be added to the form as required.
4. Evaluate your progress at your mid-year & final meeting - Achieved (A), Expected to Achieve (EA), Not Achieved (NA)

Career Development

In this section you should think about your short and long term career development, providing a brief summary of the path you hope to take in your career. Having a plan in your can help you connect your daily actions to your longer term goals/objectives.

Learning and Development Plan

This plan will allow you to identify any gaps in skills and knowledge that need to be addressed for you to progress with your objectives and career development. Think about the objectives you have set yourself and the career development plan, is there any specific skills and knowledge that are essential in helping you achieve those?