**ANNUAL REVIEW / APPRAISAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | Review date |  |
| Job Role |  | | | Review with |  |
| **Self-review of the past 12 months**  **What has gone well? What are you proud of? What have you learned?** | | | | | |
| Employee comments | | | Reviewer comments | | |
|  | | |  | | |
| Thinking about how the employee works, is there anything they should…. | | Manager Comments | | | |
| **Stop?** | |  | | | |
| **Start?** | |  | | | |
| **Continue?** | |  | | | |
| Thinking about how your line manager works, is there anything you would like them to…. | | Employee Comments | | | |
| **Stop?** | |  | | | |
| **Start?** | |  | | | |
| **Continue?** | |  | | | |

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| What is the goal?  Be **Specific** | How will you know the goal has been achieved? How will you **Measure**? | What **Assistance** or **Resources** are necessary to ensure success? Eg learning, shadowing, coaching. | **Timescale** for completion. | Review notes  (to be completed in 12 months) |
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