**ANNUAL REVIEW / APPRAISAL**

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| 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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