

Review Form

Name	
Position	
Department	
Line Manager	
Review Period	
Date of Review Meeting	
Date started in present job	
What are the Main Duties and Responsibilities of your post? This may include a review of your job description & any amendments.	

1.	Comment on your objectives and action points from the last review
Employee Comments	
Manager Comments	
2.	What did you do well this year? What are your strengths in your job? This is about how well you have performed your job. Give some examples of specific things you have done well.
Employee Comments	
Manager Comments	
3.	Have any reasons or organisational barriers prevented you from meeting your objectives? Is there anything you might have done better during the year? What areas would you like to improve?

Employee Comments	
Manager Comments	
4.	Are there any issues, personally or professionally that are restricting your performance? Can you suggest any solutions ?.
Employee Comments	
Manager Comments	
5.	Are there any other areas of responsibility you would like to take on? Suggest some objectives for this year. Is help (training etc) required to achieve these objectives?
Employee Comments	
Manager Comments	
6.	Future plans
Employee Comments	
Manager Comments	

I AM HAPPY FOR A COPY OF THIS FORM TO BE KEPT ON MY PERSONNEL FILE IN THE BURSARY please tick YES/NO

IF YOU TICKED "NO", PLEASE NOTE THAT AN AGREED SUMMARY WILL BE KEPT ON YOUR PERSONNEL FILE WITH THE ORIGINAL STORED WITH THE REVIEWER

Signature of employee:.....
Date:.....

Signature of Manager:.....