

Name	Job Title
Review date	Reviewed by

SECTION ONE Looking back over the last year

Objectives as previously set for present review period	Progress	To be carried forward

Other achievements

How well has your line manager supported you in achieving your overall objectives? What other support could your manager provide?

In addition, are you aware of any personal safety issues not raised within the year, or raised but you feel not adequately addressed?
If no pls say more

Yes / No (pls circle)

What obstacles stopped you from achieving your objectives or personal potential?

How could your own effectiveness and that of your team be improved?

What training and/or development have you undertaken in the last 12months?

Give details of any training planned, but not undertaken for period to next review

How did the training help you in achieving your objectives and meeting the needs of your service?

MANAGERS FEEDBACK What are the successes and area's of achievement last year?

MANAGERS FEEDBACK What are the areas for development?

Is the job description still appropriate

yes

no

SECTION 2 Looking forward to the coming year

Please record 3 role specific and 3 organisational objectives for the coming year. These should link with the service specific development plan.

Include any to be carried forward.

REMEMBER: SMART = Specific / Measurable / Achievable / Realistic / Timescales

OBJECTIVE	ACTIONS REQUIRED	RESOURCES + SUPPORT NEEDED	TIMESCALES

Comments of Employee	
Signature	Date

Comments of Reviewing Manager	
Signature	Date