

**Age UK Cambridgeshire & Peterborough  
SELF ASSESSMENT**

Name .....

**Your next Review Meeting** will take place on:

Date	Time	Place
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**Purpose of the Review Meeting** To enable you to discuss , with your manager, your job performance and plans for the future. The discussion should aim at a clearer understanding of:

- |  |  |
|--|--|
| a) The main purpose and scope of your job              | b) Agreement on your objectives and tasks    |
| c) Standards or targets for measuring your performance | d) Your training needs and your aspirations. |

You can prepare for the meeting and discussion by completing this form.

You may show this form to your manager. This will give him or her time to consider your problems and suggestions. If you do so, it will not be copied or filed without your permission.

If you prefer, you can use this form for your own guidance only, and not show it to anyone.

You will be given the opportunity to read the appraisal form prepared by your manager. You will be able to add your comments, and sign the appraisal form.

Bring to the review meeting - your current job description and the notes from your last Review Meeting (if applicable).

**SELF REVIEW**

NAME

1. (Circle appropriate answers, and comment below)

a) Do you have an up-to-date job description?	YES	NO
b) Do you have an up-to-date action plan?	YES	NO
c) Do you understand all the requirements of your job?	YES	NO
d) Do you have regular opportunities to discuss your work, and action plans?	YES	NO

2a. What have you accomplished, over and above the minimum requirements of your job descriptions, in the period under review (consider the early part of the period as well as more recent events). Have you made any innovations?

2b. What do you consider to have been your main achievements during the last year?

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control which prevented you from performing effectively.

4. What parts of your job, do you:

- a) do best?
- b) do less well?
- c) have difficulty with?
- d) not enjoy?

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

6. Can you suggest training which would help to improve your performance or development?

7. Can you suggest ways in which you could be better supported?

8. What are your aspirations for the future

9. Additional comments

