



Performance Review

PERSONAL DETAILS

Name:		Start Date:	
Job Title:		Last Review:	
Department/Team:		Today's Review:	

PAST How would you rate yourself in the following on a scale of 1 to 5?	Below Average	Average	Competent	Good	Very Good
	1	2	3	4	5
Appearance					
Time-Keeping					
Attitude					
Team Worker					
External Customer Service					
Internal Customer Awareness					
Attention to Detail					

To what extent do you feel you have achieved your agreed objectives?

List three aspects of your job that you have enjoyed over the last three months:

What has not worked for you over the last three months?

How have you contributed to the success of the organisation and team?

How effective has your Training, Development and support been?

How has this improved your performance / the team / the organisation?

FUTURE

What would you like to achieve over the next three months?

How will this help you to meet the Department/Team and Organisation Vision and Objectives?

What are your suggested areas for improvement:-

- For you?
- For the Department/Team?
- For the Organisation?
- For me as your Manager?

What support do you need from me as your Manager?

Do you have any experience, skills or interest areas that we are not aware of?

FUTURE

What do you feel are your Training & Development needs over the next three months?

AGREED OBJECTIVES

MEASURE OF SUCCESS

- 1.
- 2.
- 3.

SUMMARY COMMENTS: