

Pre - Performance Management Meeting

SELF-REVIEW

Name: **Current Post:** **Time in post:**

This document is intended as a basis for discussion at the initial meeting and should help form your objectives for the next year.

List in order of priority what you consider to be the major asks/elements of your job (refer to your job description):

Is your job description a fair reflection of the work you do?
If no, please explain:

Identify areas of achievement and/or progress:

Identify areas for personal development in:

| | |
|--|--|
| Your main role: | |
| Administration (if this is not your main role): | |
| Management (if applicable): | |

Identify any further guidance, training or experience that you consider would help you in your present post or a future post:

PROFESSIONAL REVIEW 2007 – 08

Name:

Job Title:

Review Statement

Overall assessment of performance

Statement agreed by:

Postholder: _____ Date: _____

Postholder comment:

Team Leader: _____ Date: _____

**Performance Management
Areas for Development 2008 – 2009**

| Areas for Development (to be agreed September 2008) | Mid-Year Review of Progress (March 2009) | End of Year Review (June/July 2009) |
|---|--|---|
| | | |

Areas for development agreed:

Postholder: **Date:**

Team Leader: **Date:**

Performance Management
Areas for Development - Resource Requirements 2008 – 2009

| Areas for Development (to be agreed September 2008) | How to be Achieved | Resources (e.g. training, financial cost, time) | Comments |
|---|---------------------------|---|-----------------|
| | | | |