

PERSONAL REVIEW

Administration and Secretary's Department

PERSONAL REVIEW AND DEVELOPMENT SCHEME

Staff name: _____

Dept/Section: _____

Job title: _____

Date started current job: _____

Reviewers name: _____

Date of review: _____

PERSONAL REVIEW

1. Your current job

a) Please list the main duties and key skills of your post in order of importance.

b) Has your job changed significantly in the last year? If so how? Have you been involved in any additional activities?

2. Performance, strengths and areas for development

a) How has your job performance been in key areas in the last year (e.g. customer service, team working, technical requirements of the post)? Have any agreed personal or organisational targets/objectives been met?

b) Which parts of your job do you do best, or most enjoy, and why? What parts of your job have you found most difficult and why? Are there some parts of your job you feel unsure about?

c) Are there any problems outside your control, which have reduced your ability to do your job?

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3. Personal objectives/targets

What personal/organisational targets/objectives need to be achieved over the next year?

4. Training and development needs

What training, development, guidance or support would best help you to meet the demands of your post over the next year?

- To help you overcome any limitation of skills or knowledge specific your current role
- To help you gain new skills or knowledge to meet changes in your role
- To help you meet new targets or objectives

5. Any other aspects.

Are there any other areas of discussion/comments agreed, not noted elsewhere?

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To be completed by member of staff being reviewed. Please delete as appropriate.

I have read the comments, summary and the outcomes noted by my reviewer and:-

- a) I **agree with** them
- b) I **agree with** them and wish to add the following points:-

- c) I do **not agree** them for the following reasons:-

Signed: _____

Date: _____

To be completed by the reviewer.

I have seen the completed section above.

Signed: _____

Date: _____