

Name:		P&T Unit		Date:	
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PERFORMANCE REVIEW AND DEVELOPMENT
Pre – Interview Preparation

Prior to this years performance review meeting with your manager it would be helpful if you could give some thought to the questions below. This preparation will facilitate any discussions with your manager about your current performance, your future development needs and the setting of personal and team objectives for the coming year.

A The first three questions require you to reflect on what you understand your job to be:

1	<i>What do you understand to be the main purpose of your job?</i>
2	<i>What were your main contributions to the department in the past year?</i>
3	<i>Which area of your job has provided the most satisfaction?</i>

B The next three questions require you to think about your contribution to the departmental team:

4	<i>How does your attitudes and behaviours effect the performance of the team?</i>
5	<i>How effective do you feel you are in communicating with other team members and supervisors?</i>
6	<i>Did anything good our bad occur that influenced your contribution to the team?</i>

C The next three questions require you to think about the skills and knowledge required for you to be proficient in your post:

7 *What could you do better in the next year?*

8 *What specific action could you and/or your supervisor take to support this?*

9 *How satisfied are you that your training, learning and development needs are being met?*

10 *What other points you would like to raise/discuss during your review?*

11 *Have all agreed actions been transferred to your objectives form?* **Yes / No**

Comments:

Employee Signature:		Date:	
Manager Signature:		Date:	

12 Interim Follow Up Meeting to Discuss Progress Throughout Year

Date Agreed:	Actual Date:
Comments:	
Employee Signature:	Date:
Manager Signature:	Date:

13 Final Meeting to Discuss and Review Performance Throughout Year

Date Agreed:	Actual Date:
Comments:	
Employee Signature:	Date:
Manager Signature:	Date:

