

Performance review planner



Name:

Position or role:

Manager or lead:

Performance review date:

Your contributions and achievements

What was your biggest achievement? Deliver any new projects? Refine a process? Or encourage team collaboration? Try to include examples, metrics or figures where possible.

Areas of improvement

What areas of your role do you need extra support or guidance on? What skills or areas do you want to grow in?

Goals and objectives from previous period

What did you want to achieve in the past 12 months? Did you meet or succeed any of these goals?

Goals and objectives for the following year

What do you want to achieve in the next 12 months? How do you plan to achieve these goals?

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Professional development opportunities

Are there any courses, training or in-house opportunities you think will be beneficial to help you get to where you want to be?

Courses/Training:

- 1.
- 2.
- 3.

In-house opportunities

- 1.
- 2.
- 3.

Feedback collected from colleagues

What have your colleagues and team members said about your performance over the past 12 months?

Additional comments

Anything else that hasn't been captured above that you want to discuss or suggest.