

APPRAISAL PROCESS - SELF-REVIEW FORM

Your Name:	
Period Under Review:	

When the date and time are set for your review meeting, you will receive a self-review form. You should already have a copy of your current objectives.

The self-review form should be completed and returned to your reviewing manager at **least 3 days** before your meeting.

The self-review form serves the following purposes:

- It shows you the content and structure of the review.
- It allows you the opportunity to prepare for the discussion and to review your own performance.
- It allows you to highlight areas of concern/interest to your reviewing manager prior to the meeting.
- The information discussed from the self-review will be incorporated into the main review form.

1. Performance against last years' objectives			
List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed. Against each, comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1 = not achieved, 2 = achieved, 3 = over- achieved, 4 = outstanding):			
Objective	Measure/Standard	Score	Comment

Continue on another sheet if necessary

2. Which parts of your work did you enjoy the most and why?

--

3. Which parts did you enjoy the least, and why?

--

4. What significant achievements have you attained during the review period?

--

5. What difficulties have you experienced in achieving results?

--

6. What are your suggestions to improve:

a) Your performance?

--

b) The performance of your team?

--

c) The performance of the Company?

--

7. What are your suggested objectives for the coming year?

8. What are your thoughts regarding your personal development over the next 12 months?