

Performance review planning document for appraisee

Performance review planning document –to be completed by the APPRAISEE prior to the review meeting

Jobholders Name		Review date	
1. How have you performed since the last meeting? Quantify against targets if possible			
2. What factors have affected your performance?			
3. 3. Is there anything your manager could have done to assist or improve your performance?			
4. What else could assist your performance?			
5. What issues have come up, how have you handled them, how could they be resolved?			
6. What have you enjoyed most, found most interesting, and why?			

7. What have you enjoyed least, and why?

8. What have been your major achievements and successes in the period under review

9. What needs more work or attention? What help can we give you in those areas?

10. How do you see your role developing?

11. What are your career ambitions? Where do you see your future with the company

12. Do you have any suggestions, for example about the more effective running of your department? Or any other issues you want to discuss?