

# 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.