



1. What have been your main objectives and activities over the last twelve months (give examples of what your contribution has been e.g. day-to-day tasks, projects,

2. How well were your objectives met (give examples of the factors which contributed to your success or otherwise)? What could you have done differently?

3. What features of your job have given you the most/least satisfaction over the last year?

Brief Summary of current Unit/School/ Team goals as they affect you:

4. Looking ahead to the next 12 months, what are your main objectives and activities likely to be?

5. What challenges do you anticipate in meeting these objectives? Identify any support and development you might need.

6. How would you like to see your present job, your career and this Unit/School/Team develop in both the short and longer terms?

Comments/actions arising from review meeting:

1. _____
2. _____
3. _____