

Employee Review & Recognition Form

Name:	Position:
Year or period covered:	Length of service:
Date & time:	Venue:
Reviewer:	

Section 1 – to be completed by the employee prior to interview

1. Has your role changed in the last year and if so, how?

2. What do you consider to be your most important achievements of the past year?

3. What elements of your job do you find the most difficult?

4. What action could be taken to improve your performance in your current position by you, and your supervisor?

5. What kind of work would you like to be involved with going forward?

6. What sort of training/experiences would benefit you in the next year?

7. Look at your Hub Objectives and compare it to your aims now. Has anything changed and if so, how?

Section 2 – to be completed by the reviewer

Review the completed discussion points in Section 1, discussing the reasons for their answers.

1. Review the completed discussion points in Section 1, discussing the reasons for employee's answers.

2. Look at last year's objectives and discuss progress/changes.

3. Overall comments and feedback to employee

Section 3 – Objectives (to be agreed together during interview)

List updated objectives for coming year, including any outstanding objectives from the previous year (these should be agreed together).

Objectives	By when	Comments

What training is required to meet these objectives?

Anything else to discuss

Signed by employee:

Date:

Signed by reviewer:

Date: