



1. Self Review Form – Strictly Confidential

To help you prepare for your review meeting, you are encouraged to review your progress to date, role profile and project plan and to consider the following self review questions prior to your review meeting:

1. What have been your main achievements over the past 12 months?
2. Which skills have you developed in that period?
3. What areas of difficulty have you found, if any?
4. What professional development activities have you undertaken in the review period?
5. Are there any professional development activities that were planned that did not happen?
6. What aspects of your role do you wish to improve/develop?
7. Are there any skills you have that you feel are not being fully utilised and you would be interested in developing?

8. What do you feel should be your key targets for the next 12 months?

9. What training and development do you feel you need to support you?

10. Career development/personal aspirations you would like to be considered for the future?

11. What changes could be made to the work environment and/or working in the Department?

12. Your thoughts/feedback on the impact, if any, of your supervisor/line manager's behaviour on progress and performance

Please send this completed Self Review form and any additional agenda items to your Reviewer at least one week in advance of your review meeting.

Please bring your most recent Self Review form and Additional Agenda Items form (incorporating any additional items from the Reviewer), CV, publications list and role profile with you to your review.