

Bi-Annual Review: Corporate Self Appraisal

Part (i) - Profile			
Name:			
Role:		Start date:	
Department:		Role start date:	
Date of next review:			

Circle appropriate answers, and comment below

- Do you have an up-to-date job description? Yes No
- Are you aware of the goals you set for the previous 6 months? Yes No
- Do you understand all the requirements of your job? Yes No
- Do you have regular opportunities to discuss your work, and action plans? Yes No
- Have you had a formal review in the last 12 months? Yes No
- If you answered yes to the above, have you carried out the improvements agreed with your manager which were made at the last appropriate meeting? Yes No

Part (ii)– Performance Review
Overall how have you performed in the last 6 months? How have you performed against the goals you set?

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Demonstrated Strengths + Achievements	
What have you accomplished, over and above the minimum requirements of your job description, in the last 6 months?	
Areas of Development + Improvement	
What areas have you underperformed in? Why do you think this is? What can you do to improve in these areas?	
Goals for next 6 months	
Please provide the goals you want to achieve in the next 6 months.	
Feedback for Manager	
What support have you had from your manager that has worked well?	What else do you need from your manager / others?

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Part (v) – Additional Comments

Please include any other comments below:

Employee Signature:

Date:

**all data within this document will be treated as confidential*