



UFORM017 Staff Performance Review Meeting Form Rev 1

Department:		Location:	
Name:		Role Title:	
Year Under Review		Years' Service at the College:	
Review Date:		Review Location	
Line Manager:			

Please complete before the review meeting and return to your line manager by date:

List the objectives you set out to achieve in the past 12 months (or the period covered by this review) from the previous year's PRM and, on a scale of 0 – 10 where 0 means the objective never happened while 10 means it was successfully achieved, rate how satisfied you are with each.

<i>The Previous Year</i>	Rate 0 - 10
1.	
2.	
3.	
4.	
5.	
1. In general, has the past year been good/bad/satisfactory or otherwise for you, and why?	
2. What do you consider to be your most important achievements of the past year?	



3. What do you like and dislike about working for UniHaven?

4. What elements of your job did you find most difficult?

The Upcoming Year

1. What elements of your job interest you the most and the least?

2. What areas of your role do you consider to be the most important priorities in the next year?

3. What are your key objectives for the upcoming year?

- 1.
- 2.
- 3.
- 4.
- 5.

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

5. What sort of training/experiences would benefit you in the next year? Not just job-related but include your natural strengths and personal passions you would like to develop.

6. What kind of work or job would you like to be doing in 1-2 years?



Action Plan

What actions will you agree to take against each objective for the coming year:

1. Action:
2. Action:
3. Action:
4. Action:
5. Action:

What learning and development will you agree to complete in the coming year, including CPD?

1.
2.
3.

This PRM and its associated action plan have been agreed between both parties on this date: _____.

Signed: _____ Line Manager	Signed: _____ Staff Member
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