

## Review of Performance and Personal Development Plan

|          |  |
|----------|--|
| Name     |  |
| Branch   |  |
| Job Role |  |
| Manager  |  |
| Date     |  |

### Review of performance

|  |
|--|
| What have you done well over the past 12 months?             |
| What could you improve on over the next 12 months?           |
| Have there been any notable incidents you'd like to discuss? |
| What do you enjoy about your job?                            |
| What is not so enjoyable in your job?                        |
| What do you think could be improved or changed?              |

### Goals and ambitions

|  |
|--|
| What personal ambitions do you have? – What support do you need? |
| What goals do you have in your current job?                      |
| What would you like to achieve in the next year?                 |
| What would you like to see your branch achieve in the next year? |
| What would you like to see your team achieve in the next year?   |
| What ambitions do you have for your future?                      |
| How will you achieve these ambitions?                            |
| What support, help or training would you benefit from?           |
| What can we do to help you in your development?                  |

### Feedback

|   |
|---|
| Your feedback on your Manager, Branch, Department, Team, Company, Benefits, Opportunities, Safety, Equipment, Systems Processes, Meetings, Other general feedback |
| Your ideas for improvements that we could make  |
| Additional Notes / Comments   |