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# STAFF DEVELOPMENT AND PERFORMANCE REVIEW

**Staff in grade 2**

**Self review**

**This is to help you prepare for your review meeting by thinking carefully about how you have done your job in the last year. Tick the box that you feel best describes how you have done, with any additional comments you wish to make. When you have finished the form, pass it to your reviewer**

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| --- | --- |
| Reviewee name: | Reviewee job title: |
| Reviewer name: | Reviewer job title: |
| Date of review meeting: | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Explanation of terms** | | | | | | |
| **Excellent:**  you always achieve a higher standard than is expected of you in your job role. | | | | | | |
| **Good:** you frequently achieve a higher standard than is expected of you in your job role. | | | | | | |
| **Satisfactory:** you always achieve the standard that is expected of you in your job role. | | | | | | |
| **Needs improvement:** you achieve some but not all of the standards that are expected of you in your job role. | | | | | | |
|  |  |  |  |  |  | Comment(s) |
| **1** | **How successful have you been in carrying out your duties and workload over the past year?** | *Excellent* | *Good* | *Satisfactory* | *Needs improvement* |  |
| **2** | **How well have you followed general instructions and procedures?** | *Excellent* | *Good* | *Satisfactory* | *Needs improvement* |  |
| **3** | How well have you understood Health and Safety procedures? **b. How effective have you been in following Health and Safety procedures in your work?** | *Excellent*  *Excellent* | *Good*  *Good* | *Satisfactory*  *Satisfactory* | *Needs improvement*  *Needs improvement* |  |
| **4** | **How well have you learnt new tasks?** | *Excellent* | Good | *Satisfactory* | *Needs improvement* |  |
| **5** | **How would you rate your..…** personal presentation? *(e.g. your uniform or work clothes are clean & tidy)*punctuality and timekeeping? *(e.g. arriving on time for work or your rota)*attendance at work? | *Excellent*  *Excellent*  *Excellent* | *Good*  *Good*  *Good* | *Satisfactory*  *Satisfactory*  *Satisfactory* | *Needs improvement*  *Needs improvement*  *Needs improvement* |  |
| **7** | **How would you describe the service you give to your customers?**  *(e.g. students, staff, visitors)* | *Excellent* | *Good* | *Satisfactory* | *Needs improvement* |  |
| **8** | **How well do you think you have worked with other members of**  **your team?** *(e.g. communicating with them, helping them achieve their work)* | *Excellent* | *Good* | Satisfactory | *Needs improvement* |  |
| Your Successes, Goals, the Team, the Department, the Job and Training *This is a list of other areas which will be covered in the review and some examples of things to think about. Please take some time to think about what you will say. If you like, you can jot down notes on another sheet.*  **Goals:**Have you or your team been set goals/targets to achieve over the last year? If so, have they been reached?  **Successes***:* What do you think has gone well this year? What are you satisfied with? Is there anything you are particularly pleased with or proud of?  **Strengths:** What do you think you are good at?  **Training:** Have you attended any courses or training over the last year?  **The Job:** What do you like most about your job and why? How has the job been going? Has the job changed over the past year? Do the same problems often arise in your work area? If so what are they? What frustrates you about your job? Do you feel that you are suited to the job that you have?  **Your Team and** Does your team work well together? Do you feel that any suggestions you make are listened to and taken forward?  **Your Section** Are you given the opportunity to find out more about your section and the department you work in? If not, what would be useful to know? | | | | | | |

**Anything else? Remember that SDPR is a two-way process. Think about any other things you would like to discuss at the meeting.**

Signed: ……………………………………. (Reviewee) Date:…………………………….

When you have finished this form, pass it back to your reviewer.