

# Staff Annual Review



Date:

Position Title:

Time allocation:

Reviewer(s)

Reports to:

	Activity	Functions performed	Effectiveness measured by	Annual Review Evaluative comments: Performance, Personal Satisfaction, Changes/improvements	
				Staff Member	Reviewer
1				<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> <li>• Changes Improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> <li>• Changes Improvements</li> </ul>
2				<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> <li>• Changes Improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> <li>• Changes Improvements</li> </ul>
3				<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> </ul>

				<ul style="list-style-type: none"> <li>• Changes Improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Changes Improvements</li> </ul>
4				<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> <li>• Changes Improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Performance</li> <li>• Satisfaction</li> <li>• Changes Improvements</li> </ul>

**Discussion points:**

1. 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 what do you wish could improve about working for this organisation?
4. What elements of your job do you find least interesting, difficult or frustrating?
5. What elements of your job interest you the most, and you thrive on?
6. How could this organisation get the best out of you?
7. What kind of work or job would you like to be doing in one/two/five years time?

8. Are there any specific training/experiences that would benefit you in the next year?  
(Not just job-skills but personal development/passions you'd like to develop.)

9. Is there any way that NCR can support you better in your role personally or professionally?

10. Are you happy to with the agreed position description for your role and any amendments made today? Are you satisfied that you have communicated what you wanted in this review? Is there anything else you would like to add?

**Reviewers summary review**

**Manager's summary review:**

Note: This is an accurate reflection of the discussion in the performance review.

Accepted: ..... Date: \_\_ / \_\_ / 2023  
(Name of Employee)

Accepted: ..... Date: \_\_ / \_\_ / 2023  
(Name of Reviewer)

Accepted: ..... Date: \_\_ / \_\_ / 2023  
(Name of Reviewer)