|  |  |  |
| --- | --- | --- |
| **Annual Review –Checklist for Staff** |  | Notes/Actions/reflections |
| **Before the meeting** | | |
| **Step 1: Reflect on what you have accomplished since your last Annual Review** | | |
| Consider your achievements and challenges from the last year in your full role, including in relation to your objectives   * What were the standout moments of the year for you? Why? * What has energised you most? Why? * What were your low moments? Why? |  |  |
| **Step 2: Assess what this means** | | |
| Look at each achievement and consider   * What insights or learning you have gained * What skills and behaviours you have developed * What changes you have made   Focus on what you were involved in and what your unique contribution was.  Gather feedback if appropriate. Be specific and identify the skills, behaviours that help you in your role  Have any development needs or skills gaps been identified  Be prepared to present this performance related information in the meeting |  |  |
| **Step 3: Consider the year ahead** | | |
| Use your role specific knowledge and your reflections to identify potential priorities, objectives, development needs and goals for the next year   * What are your plans and goals for this year? * What can you do to ensure the year ahead is a success for you? * What else would you like an opportunity to be involved with? Why? * If you could change 1 thing. What would it be? Why would it make a difference? * What career development goals that you would like to focus on next year? |  |  |
| **During the meeting** | | |
| * Listen * Share your experiences of the past year * Ask questions and clarify expectations * Seek and provide feedback * Input into your objectives for the next year * Enjoy the conversation |  |  |
| **After the meeting** | | |
| Reflect: Did you have all the relevant information to have a quality Review discussion? If not, what could you differently next time to have this information? |  |  |
| Ensure documentation is completed and signed off. Are you clear on what you need to take forward? |  |  |
| Schedule time with your Reviewer throughout the year to review actions and objectives set |  |  |