SC.b.1 – Documented Annual Review of Staff

*Note: this template is intended as a guide for those that wish to implement the recommendation to conduct a formal, document annual review with their staff members. It is not compulsory and is likely to be amended should the recommendation be upgraded in the future.*

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| Staff Member Name |  | | | Reviewer Name |  | |
| Job title |  | | | Review Date |  | |
| **The Review** | |  | |  | |  |
| List the Key Tasks and Responsibilities of the staff member | | | For each task, how well is the staff member delivering it? Do they have the correct skills and competence? | | Comments (for any gaps identified, note the planned actions) | |
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| Looking Back over the last 12 months, what has gone well? (staff member and/ or reviewer comments) | | | | Looking Back over the last 12 months, what has not gone so well? (staff member and/ or reviewer comments) | | |
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| What are the objectives for the staff member for the next 12months? | | | | Are there any skills that need to be developed to deliver this? Any training needs? | | |
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| Space for you to add questions relevant to your business | | | | | | |
| Signature – staff member | |  | |  | |  |
| Signature - reviewer | |  | |  | |  |