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) |
|  |  |
| 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? |
|  |  |
| Space for you to add questions relevant to your business |
| Signature – staff member |  |  |  |
| Signature - reviewer |  |  |  |