



SC.2 – Documented Annual Review of Staff

Note: this template is intended as a guide for what the annual review might cover and record. Where companies have in-house systems (that ensure an effective review is completed and recorded), they do not need to change to this format.

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)	
Have any complaints/ feedback been received in relation to this staff member? If yes, what were they?			
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			