**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** |  |