

STEPS: Suggested time allocation for the review is 45 minutes to an hour

Part 1 and 2 completed beforehand by team member

Part 3 completed beforehand by team leader

Part 4 completed in the review based on above responses

Part 5 All parties to sign the document and email the final version to HR for record keeping after the meeting

Team Member Name	
Team	
Team Leader(s)	
Minute/Note Taker	
Date	

<p>PART 1: SELF-EVALUATION Before you begin this self-evaluation read through your most up to date job description as a grid to help you evaluate.</p>	
1.	In the last 6 -12 months, what have I DONE WELL in my role? What am I CELEBRATING in my role and contribution?
2.	As I reflect on the last 6 -12 months, what are some things that I need to DO BETTER?
3.	In light of the above, what am I going TO DO to improve/ change/ develop (in terms of skills or character)?
4.	My reflection on my TIME MANAGEMENT (finishing tasks on time; meeting deadlines, punctuality etc) is...
5.	My reflection on my GENERAL PRODUCTIVITY is.... (Am I being as productive as I can be? What helps/ hinders this? Is there anything we can do to help you increase productivity?)

6. Are there any areas of my role/ job description that require GREATER CLARITY OR DISCUSSION?
7. What additional HELP/ SUPPORT do I need to help me with any of the above

PART 2: EVALUATION OF TEAM LEADER
1. What are you CELEBRATING or what do you APPRECIATE about your team leader?
2. Is there anything your team leader does/ says that is unhelpful to you or the team (give specific examples where possible)?
3. What ONE THING could your team leader do to be a better manager or become better in their leadership?

PART 3: TEAM LEADER EVALUATION OF TEAM MEMBER
1. Quick recap of last review if necessary
2. What has he/she DONE WELL that you want to celebrate?
3. What are some things that he/she needs to DO BETTER in?

4. In looking at the job description are there any outputs/ measures you are concerned about? Any areas of his/ her role that requires greater clarity or discussion (including time management and general productivity)?

<p>PART 4: LOOKING FORWARD Summary of next steps / action items/ decisions / changes in role and/or responsibilities/ support to be given</p>

<p>PART 5: We agree that the above staff review is correct and truthful. Both parties agree to work together to achieve the outcomes and goals set for the next 6-12 months.</p>	
Team Leader/s signature	
Team Member signature	