**Annual performance review**

**Goals for the next 12 months**

|  |  |  |
| --- | --- | --- |
| **Personal goals** | **Why is this goal important to me?** | **How will I know when this goal has been achieved?** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

|  |  |  |
| --- | --- | --- |
| **Company goals** | **Why is this goal important to me?** | **How will I know when this goal has been achieved?** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Core competencies**

*Use the table below to list the core competencies of your employee’s role.*

|  |  |
| --- | --- |
| **Core competencies** | **Score (1-5)** |
|  |  |
|  |  |
|  |  |
|  |  |

**Strengths and weaknesses**

|  |  |
| --- | --- |
| **Strengths** | **Examples** |
| 1. |  |
| 2. |  |
| 3. |  |

|  |  |
| --- | --- |
| **Weaknesses** | **Suggestions for improvement** |
| 1. |  |
| 2. |  |
| 3. |  |

**Career development**

*Example questions to ask:*

* *How are you enjoying your current role?*
* *Are there any new responsibilities you would like to take on?*
* *What would you like to learn over the next 12 months?*