

Personal Development Reviews

Regular and purposeful meetings with a personal review focus are critical in supporting development and improving performance. This document provides a brief guideline of what can be covered in different review meetings (weekly, quarterly, yearly).

Staff member	Line manager	Date

Weekly

Questions	Notes
How is your week going ?	
What have you achieved this week ?	
What has gone well ? And not gone well ?	
What have you struggled with/not achieved this week ?	
How can you overcome any issues or solve any problems ?	
Do you need any support or resources from me ?	
Let us agree what you are working on next week	
Have you got anything else on your mind we need to talk about ?	
Personal development goals	Agreed actions

Staff member	Line manager	Date

Quarterly

Key achievements	
Additional reflections	
Objectives for next quarter	
SMART objective #1 (make these objectives s pecific, m easurable, a chievable, r elevant, and t ime-bound	
SMART objective #2	
SMART objective #3	
SMART objective #4	
Personal development / upskilling	

Staff member	Line manager	Date

Yearly

Summary from the graduate	
Summary from the line manager	
Performance rating	
Rating	Further notes
Overachieved <i>(excellent performance, fulfilled objectives, added value)</i>	
Achieved <i>(satisfactory performance, fulfilled objectives)</i>	
Underachieved <i>(unsatisfactory performance, unfulfilled objectives)</i>	