

Performance Review Checklist

	Task	Completed
1.	Review your job description & main responsibilities. Note any changes.	
2.	Review last year's targets: <ul style="list-style-type: none">• What areas have you done well?• What areas do you need to improve?• How can your manager support you to do a better job?	
3.	Identify any training or professional development needs and possible ways they could be met.	
4.	Consider your career aspirations. <ul style="list-style-type: none">• How are you going to achieve these goals?• How can your manager or the company help you in that process?	
3.	Complete a self-assessment if one is available. If not, create your own using a SWOT framework. Share with your manager.	
4.	Prepare a draft list of SMART goals & share it with your manager.	
5.	Be an active participant in the performance review meeting.	
6.	Agree action plan & next steps with your manager.	
7.	Book in quarterly review meetings with your manager to check on action plan progress.	
8.	Set up a folder to collect supporting evidence for next year's review.	