Employee:  
Date of review:  
Position:  
Manager:  
Job definition:

Attach a current job description; if applicable, note any significant developments since last year's performance review.

* Which job duties do you view as most important? Why?
* Have there been any special circumstances that have hindered or helped you in performing your role this year? If yes, what was it and how did it impact your work?

**Goal setting**

* What are your plans/goals next year and what steps do you plan to take to meet these goals?
* What can your supervisor do to support you in performing your job and meeting these goals?
* What else would help you to perform your role better?

**Development planning**

* What kinds of professional development activities would you like to complete next year?
* What information or support do you need to accomplish these activities?

Employee signature:  
Date: