**ABERSU STAFF PERFORMANCE APPRAISAL REVIEW FORM**



This is the formal record of performance review and will be kept on file for future reference.

Name: Role:

Date of meeting: Line Manager:

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| What are you most proud of in the last year? What has gone really well? |
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| What have you found the most challenging? |
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| Do you know what is expected of you in your role at work? |  |
| Do you have the right materials and equipment to do your job well? |  |
| Do you have the opportunity to do what you do best every day? |  |
| Do you receive recognition for your efforts and achievements? |  |
| Is there someone at work who cares about you as a person? |  |
| Is there someone at work who encourages your development? |  |
| Do you feel that your opinions are valued? |  |
| Does the purpose and direction of the Union make you feel like your job is important? |  |
| Do you feel that your work colleagues are committed to achieving quality outcomes for the Union? |  |
| Do you have a friend, or friends at work? |  |
| In the last 6 months, has someone talked to you about your progress? |  |
| In the last 12 months, have you had the opportunity to learn and develop? |  |
| Please feel free to add any further comment/details you think are relevant and/or valuable |
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| How would you describe your progress against the objectives agreed at your last performance review meeting? Please provide examples to support your judgement or describe any barriers to achievement. |
| Objectives (from previous appraisal/review meeting) | Achieved | Partly Achieved | Not Achieved |
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| **Objectives to be carried forward/adapted from the previous year** |
| Objective  | Support/training required | Key success factor | Completion date |
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| How have you demonstrated the Students’ Union’s staff values? |
| We are shaped by students (Their voice matters most) |  |
| We are a community (we want students involved): |  |
| We are transparent - We are always honest and open |  |
| We are ambitious - We develop for the future |  |
| We caru Cymraeg - We champion Welsh language and culture |  |

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| **Is your job description accurate: Yes / No** |
| If no what needs to be adapted? |

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| **Are there any areas of concern or issues you wish to raise?** |
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| **Reflections and comments of Line Manager:** |
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| Signed: |

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| **Reflections and comments of Employee:** |
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| Signed: |