

**PROFESSIONAL SUPPORT (grade 1 – 3) performance review self-assessment**

Please use this form to help you to prepare for your Performance Review Meeting. You may find it useful to make some notes to take into the meeting with you. The following headings will help you think about you and the role you do.

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| Reviewee (Employee) |  | Reviewer (Line Manager) |  |
| Reviewee Job Title |  | Reviewer Job Title |  |
| Service / Unit |  | Date of Meeting |  |
|  | | Date Form Completed |  |

**about you**

strengths – what do you do well?

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weaknesses – where there might be room for improvement

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opportunities – you would like to take to develop your skills or employability

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threats – things that stand in the way of doing a good job or in the way of your personal development

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**About your role**

think about the positive aspects of your role:

* What do you enjoy?
* What are you good at?
* What helps you to develop your skills?

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think about the challenges of your role:

* What don’t you like doing?
* What do you find challenging?

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think about how things could be improved:

* For you
* For the department
* For the university

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