

Step Forward Appraisal Review



Name:	Employee Number:	Role:	
Manager:	Location:	Appraisal Period:	
Date of Review:	Date of Interim Review:	Date of Closedown Review:	
Previous Appraisal Rating:		Seeking CPD:	

Current Circumstances						
Personal Goals and Challenges			Career Aspirations			
What are your personal goals and anticipated challenges over the next 12 months?			Please select from the following:			
Personal Goals		Anticipated Challenges				
				I want to remain in current position for next 12 months		
				I want to remain at current level but am seeking a lateral move		
Perceived Strengths and Areas for Development			I consider my current position as my career goal			
Perceived Strengths		Areas for Development		I am seeking promotion within the next 12 months		
				Next role if seeking Vertical/Lateral Development :		
Wellbeing			Strongly Agree	Agree	Disagree	Strongly Disagree
DEMANDS	The demands placed upon me in work are manageable					
SUPPORT	I have the resources I need to do my job. I have access to support and know how to seek assistance when required					
ROLE	I understand my job and the contributions I make					
RELATIONSHIPS	I have good working relationships with my work colleagues					
CONTROL	I have the ability to have a say in the way that I perform my role					
CHANGE	There are no changes in my work that are concerning me at the current time					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Action Required	