**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Review**

In order to gain most benefit from the appraisal system it is important that you spend some time in preparation for the meeting. ***Your line manager should have:***

* Given you this pre-appraisal form at least two weeks before the appraisal meeting date.
* Will have booked a private interview area for the meeting. The suggested time allocated is one hour but more time may be necessary.
* During the review you will complete a blank copy of the full appraisal form together with your line manager – take some time to look at the areas that will be covered to familiarise yourself with the process.

This is a prompt sheet to help you prepare for the professional review meeting. You should look back at any objectives set last year and your job description before you fill it in. You will then be able to have a discussion with your reviewer about your work over the last year and your work plan for the next year. Further guidance for the appraisal process can be found in the school policy ‘Support Staff Appraisal Policy’.

**Thank you for taking the time to fill in this form. Please bring the completed form to your professional review meeting.**

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| **What are your greatest achievements at work and what parts of your job have given you the most satisfaction?** |
| **What parts of your job have you found most challenging?** |
| **Are there any ways you can be helped to overcome some of these challenges**? |
| **Have you been involved in any training?**  **How useful has the training been?** |
| **How would you like to see your job enhanced/career developed?** |
| **What do you think should be your main areas of focus for next year:** |
| **What training might be useful for you?** |
| **Any other points you would like to discuss?**  **(e.g. other contributions to school life)** |