**Hospitality & Events**

**Performance and Development Review Preparation Form**

|  |
| --- |
| **Employee:**  |
| **SECTION ONE – SUMMARY OF PAST YEAR** |
| **A. SELF ASSESSMENT** |
| 1. Overall, how do you feel the past year has gone? |
|  | Excellent |  | Very Well |  | Well |  | Satisfactory |  | Not Well |  | Poor |
| **What has gone well?** |
| **What hasn’t gone so well?** |
| **Outline Feedback and Recognition (individual or team):** |
| **B. REVIEW OF THE YEAR** |
| 1. Years Objectives |
| **Objective** | **Exceeded** | **Met** | **Part Met** | **Not Met** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Outline any factors that influenced the ability to achieve objectives:** |
| **Summary of discussion / objectives:** |
| **Any further actions / comments:** |
| **Reviewer summary of Past Year:** |

|  |
| --- |
| **SECTION TWO – THE COMING YEAR** |
| 1. Objectives | How measured? |
|  |  |
|  |  |
|  |  |
| 2. Training Identified |
| Training | Type | Notes | Timescales |
| Comp / H&S | Uni Dev | Personal Dev |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Further Information:** |
| **3. Development** |
| **Any further development/ career aspirations to discuss?** |
| **Next Steps:** |
| **Career Development Interview appropriate?** | Yes |  | No |  |
| Referral By: |  | To: |  |
| **Interview/Feedback by: (within next quarter)** |  |

|  |
| --- |
| **SECTION THREE – SIGN OFF** |
| Declaration:  |
| Reviewee:  |
| Reviewer:  |
| Further action required: | Yes |  | No |  |
| By whom: |  |
| Head of Unit: |
| Further action required: | Yes |  | No |  |
| By whom: |  |