**Manager’s P&DR Self-assessment**

In preparation for your annual P&DR with your team members, you may want to reflect on how you have managed the review cycle. Use the following questions to help identify areas where you may want to focus and strengthen your skills. Add relevant area into your own development plan.

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|  | Yes/No |
| Do I conduct 1:1s with each of my employees every 4-6 weeks? |  |
| Do I adjust the frequency of these reviews to meet the needs of each employee? |  |
| Have I identified and addressed any performance issues in my team? |  |
| Have I discussed and agreed a personal development plan with each of my employees? |  |
| Which of my employees can cover my job when I am absent? |  |
| Which of my employees would benefit from further coaching? |  |
| Which of my employees would benefit from a cross-departmental project or a stretch assignment? |  |
| Which of my employees am I considering for further advancement? |  |
| Am I aware of my employees’ career aims and interests? |  |
| Am I aware of my employees’ strengths and motivations? |  |

**Summary and development actions:**

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