**ABERSU STAFF PERFORMANCE APPRAISAL REVIEW FORM**



This is the formal record of performance review and will be kept on file for future reference.

Name: Role:

Date of meeting: Line Manager:

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| What are you most proud of in the last year? What has gone really well? |
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| What have you found the most challenging? |
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| Do you know what is expected of you in your role at work? |  |
| Do you have the right materials and equipment to do your job well? |  |
| Do you have the opportunity to do what you do best every day? |  |
| Do you receive recognition for your efforts and achievements? |  |
| Is there someone at work who cares about you as a person? |  |
| Is there someone at work who encourages your development? |  |
| Do you feel that your opinions are valued? |  |
| Does the purpose and direction of the Union make you feel like your job is important? |  |
| Do you feel that your work colleagues are committed to achieving quality outcomes for the Union? |  |
| Do you have a friend, or friends at work? |  |
| In the last 6 months, has someone talked to you about your progress? |  |
| In the last 12 months, have you had the opportunity to learn and develop? |  |
| Please feel free to add any further comment/details you think are relevant and/or valuable | |
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| (Year 1) Please identify at least 5 key work objectives pursued in the past 12 months.  (Year 2 onwards) Please insert the objectives agreed at the previous performance review and discuss progress against agreed targets.  Identify the progress you have made and any barriers or struggles you have faced | | | | |
| Objective activity | KPIS/Measure of success | Status | Detail of progress against objective – include any challenges or barriers to success. | What difference has this made for the SU, students, the University, the community? |
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| Learning/development objective  Objectives linking to personal development and training | | | |
| Learning/development objective | Detail of progress against objective – include any challenges or barriers to success. | Status | What difference has this made for you, your team, the SU, students, the University, the community? |
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| **Objectives to be carried forward/adapted from the previous year** | | | |
| Objective | Support/training required | Key success factor | Completion date |
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| How have you demonstrated the Students’ Union’s staff values? | |
| We are shaped by students (Their voice matters most) |  |
| We are a community (we want students involved): |  |
| We are transparent - We are always honest and open |  |
| We are ambitious - We develop for the future |  |
| We caru Cymraeg - We champion Welsh language and culture |  |

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| **Is your job description accurate: Yes / No** |
| If no what needs to be adapted? |

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| **Are there any areas of concern or issues you wish to raise?** |
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| **Reflections and comments of Line Manager:** |
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| Signed: |

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| **Reflections and comments of Employee:** |
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| Signed: |