

Termly/Annual Review Form

Name	Reviewer	Date of review
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Summary of role and responsibilities for the past term/year

Please summarise how you understand your role and how that contributes to our big vision?

Which aspects of your work have given you the most satisfaction in the past term/year?

Where are your workload and responsibilities on the spectrum?

Underutilised ----- Overwhelmed

What have been the challenges or frustrations?

Progress

What were your big goals for the last term/year? How have they gone?

1. ---
2. ---
3. ---
4. ---

Spiritual growth and personal welfare

How do you feel you have grown spiritually over the past term/year?

What areas of spiritual growth do you hope to see in the coming term/year?

How do you set aside sufficient time with family and friends?

Future objectives

What do you see as your big goals for the next term/year?

Do you anticipate or hope for major changes in the form, scope or location of your role in the next three to five years?

What skills and gifts are you keen to develop? What training would aid this?

What do you think should be your key objectives in your role for the next year?

Reviewee's feedback to line manager

How has the line manager been a support and encouragement? What more could the line manager be doing to support and encourage you in your role?

Are there any topics which you would particularly like to discuss in your review?

Line manager's feedback to reviewee

What are the main strengths of the reviewee?

What have been the noticeable areas of growth over the past term/year?

What skills and areas in their role would you suggest the reviewee should seek to work on in the next term/year?

Comments on or amendments to the goals set for the next term/year

Any other general feedback?