



Performance Review Form for Academic and General Staff

Details

STAFF MEMBER	Name	
	Position title	Level of appointment
RESPONSIBLE STAFF MEMBER	Name	
	Position title	
Date of review		Period covered by performance review

Review

1. Review of long term work / career / leave plans

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2. Staff member's reflection on the year

Review of main duties and priorities for the year

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Objective 1:

Achievements / reflections / future directions

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Objective 2:

Achievements / reflections / future directions

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Objective 3:

Achievements / reflections / future directions

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Other achievements/comments

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3. Comments of Responsible Staff Member