# Professional Development - Appraisal Staff Input

Full Name

Job Title

Review Date

Review Period

**Appraisal must be linked to job description, role and responsibilities.**

What were your significant achievements in the review period?

What professional development activities/courses have you undertaken?

What are you professional development goals (what would you like to learn/improve)?

Did you achieve the goals that you listed in you previous performance appraisal, and if not, why?

What could we do to improve your performance in your current role?

What do you see as your key strengths?

What do you see as key areas for improvement? (Are there any aspects of the job you find difficult?)