**Table 3.4**

Staff annual review form

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| **Name of member of staff** |  |
| **Review of last year’s targets or summary of probation targets** |  |
| **Self-evaluation by member of staff** (prompts):   * What went well this year? * Have you experienced any difficulties? * Which areas of the provision do you think are going especially well? * Which areas need review and improvement? * Are there any colleagues or any children who you are concerned about? |  |
| **Observation of practice**: key strengths and key areas for development. |  |
| **Three targets for development in the year ahead**   * At least one target should link to the Improvement Plan as part of whole-staff development * Ensure targets are SMART (Specific, Measurable, Achievable, Realistic, Time-limited) * Set 6-monthly interim review date * Professional development opportunities linked to targets (N.B. these will usually consist of observing or working with a colleague to develop practice) | 1.  2.  3. |
| **Any other notes or comments** |  |