

Career Development Review Form

Team Member: _____ Reviewer: _____

Job Position: _____ Job Position: _____

Team member self-assessment completed? Yes No

Length of service with firm: _____ Time in current position: _____

Date of Assessment: _____ Signed: _____

Period Assessed: _____ (Reviewer)

Please complete each section and return it to your manager by **[INSERT DATE]**. If you require more space please attach additional sheets.

Section 1

How well do you agree or disagree with the following statements? Please circle one number only on each line using the scale above.

	Strongly Agree	Agree	Slightly Agree	Neutral	Slightly Disagree	Disagree	Strongly Disagree
About me and my job							
I understand what my job responsibilities are.	1	2	3	4	5	6	7
I have enough responsibility in my job.	1	2	3	4	5	6	7
I am able to use my abilities to their fullest extent.	1	2	3	4	5	6	7
My job is stressful.	1	2	3	4	5	6	7
I am willing to put in extra effort for my job.	1	2	3	4	5	6	7
I am satisfied with my job.	1	2	3	4	5	6	7
I feel loyal to this organisation.	1	2	3	4	5	6	7
My values and the company values are very similar.	1	2	3	4	5	6	7
My job has a long term future for me.	1	2	3	4	5	6	7
I enjoy my job.	1	2	3	4	5	6	7
I have actively considered leaving recently.	1	2	3	4	5	6	7
I am happy with my working environment.	1	2	3	4	5	6	7
I really care about the fate of the company.	1	2	3	4	5	6	7
Deciding to work here was a big mistake.	1	2	3	4	5	6	7
I have enough job security.	1	2	3	4	5	6	7
Training							
Training is readily available.	1	2	3	4	5	6	7
The training I have received is relevant.	1	2	3	4	5	6	7
The training I have received is a waste of time.	1	2	3	4	5	6	7
I am happy with the quality of training here.	1	2	3	4	5	6	7
Communication							

	Strongly Agree	Agree	Slightly Agree	Neutral	Slightly Disagree	Disagree	Strongly Disagree
I agree with the company vision.	1	2	3	4	5	6	7
I agree with the company mission.	1	2	3	4	5	6	7
I know what the company wants from me.	1	2	3	4	5	6	7
The instructions I receive from my manager are usually clear. 1	2	3	4	5	6	7	
I have a satisfactory job description.	1	2	3	4	5	6	7
I get constructive feedback on how I am performing.	1	2	3	4	5	6	7
Company policy is available where needed.	1	2	3	4	5	6	7
Company policy gives clear guidelines.	1	2	3	4	5	6	7
Information on company goals is regularly communicated.	1	2	3	4	5	6	7
Information on company changes is regularly communicated.	1	2	3	4	5	6	7
The communication I receive on company goals is useful.	1	2	3	4	5	6	7
The information I receive on company changes is useful.	1	2	3	4	5	6	7
I think company goals are right.	1	2	3	4	5	6	7
Voicemail and other electronic communication tools are adequate.	1	2	3	4	5	6	7
I have a written employment contract:	Yes		No				
Please ✓appropriate answer.	<input type="checkbox"/>		<input type="checkbox"/>				
Performance review							
I have adequate promotional prospects.	1	2	3	4	5	6	7
High performance is recognised.	1	2	3	4	5	6	7
Performance review is well managed.	1	2	3	4	5	6	7
Morale (in this branch or location)							
Morale is high at the moment.	1	2	3	4	5	6	7

	Strongly Agree	Agree	Slightly Agree	Neutral	Slightly Disagree	Disagree	Strongly Disagree
The team that I work with works well together.	1	2	3	4	5	6	7
The team that I work with has a strong work ethic.	1	2	3	4	5	6	7
I am proud to work here.	1	2	3	4	5	6	7
We have a good team spirit	1	2	3	4	5	6	7
Management (The Manager you report to)							
Recognises my point of view.	1	2	3	4	5	6	7
Is trustworthy.	1	2	3	4	5	6	7
Is interested in my suggestions.	1	2	3	4	5	6	7
Acts on my suggestions.	1	2	3	4	5	6	7
Communicates and explains results	1	2	3	4	5	6	7
Communicates and explains priorities.	1	2	3	4	5	6	7
Communicates in an open and honest manner.	1	2	3	4	5	6	7
Runs regular team meetings.	1	2	3	4	5	6	7
Generates commitment to results.	1	2	3	4	5	6	7
Helps me to understand company targets and goals.	1	2	3	4	5	6	7
Encourages my team to do well.	1	2	3	4	5	6	7
Is innovative in his/her approach.	1	2	3	4	5	6	7
Provides excellent leadership.	1	2	3	4	5	6	7
Treats me with trust and respect.	1	2	3	4	5	6	7
Is good at her/his job.	1	2	3	4	5	6	7
Acts on my queries.	1	2	3	4	5	6	7
Acts on my complaints.	1	2	3	4	5	6	7
Is positive and enthusiastic.	1	2	3	4	5	6	7
Senior Management							
Senior management promote new ways of doing things.	1	2	3	4	5	6	7

	Strongly Agree	Agree	Slightly Agree	Neutral	Slightly Disagree	Disagree	Strongly Disagree
Senior management are visibly committed to improving the way we do business.	1	2	3	4	5	6	7
Senior management actively promote the vision.	1	2	3	4	5	6	7
Senior management actively seeks input from all team members.	1	2	3	4	5	6	7
I feel that senior managers support the work that I do here.	1	2	3	4	5	6	7
The Branch (or your work area)							
My work area is kept adequately clean.	1	2	3	4	5	6	7
My work area is well lit.	1	2	3	4	5	6	7
There are too many people in my work area.	1	2	3	4	5	6	7
We are provided with the computer tools we need.	1	2	3	4	5	6	7
We have a problem with theft.	1	2	3	4	5	6	7
Layout is as effective as possible.	1	2	3	4	5	6	7
My team-mates are a good helpful bunch.	1	2	3	4	5	6	7
Security is satisfactory.	1	2	3	4	5	6	7
The Company							
People believe that changes are necessary in this organisation.	1	2	3	4	5	6	7
This company is a better place to work for now than a year ago	1	2	3	4	5	6	7
This is a great organisation to work for.	1	2	3	4	5	6	7
This company will always treat me fairly.	1	2	3	4	5	6	7
This company is serious about quality.	1	2	3	4	5	6	7
Trust is a part of the way we do things around here.	1	2	3	4	5	6	7
This company rewards risk taking.	1	2	3	4	5	6	7
Mistakes are tolerated here.	1	2	3	4	5	6	7

	Strongly Agree	Agree	Slightly Agree	Neutral	Slightly Disagree	Disagree	Strongly Disagree
The company is committed to:							
▪ Being a good employer.	1	2	3	4	5	6	7
▪ Achieving its goals.	1	2	3	4	5	6	7
▪ Safety and health.	1	2	3	4	5	6	7
▪ Providing good customer service.	1	2	3	4	5	6	7
▪ Providing a good working environment.	1	2	3	4	5	6	7
▪ Constantly improving performance.	1	2	3	4	5	6	7
▪ Striving to exceed customer expectations.	1	2	3	4	5	6	7
▪ Communicating fully with all of its staff.	1	2	3	4	5	6	7
▪ Its people as its greatest resource.	1	2	3	4	5	6	7
▪ Teamwork.	1	2	3	4	5	6	7

Do you think anything will happen as a consequence of this survey?

Please ✓ appropriate answer.

Yes

No

General Comments

Do you have any other comments that you would like to tell us about that will help with improving the business? If so, please note them below.

Thank you for completing the survey.

Section 2

How are you handling your present role?

What were your objectives for the previous six months? How successful were you at meeting those objectives?

What problems have you encountered meeting your objectives? Have these been solved?

Problem

Solved

Yes No

Yes No

Yes No

Yes No

Yes No

What have been your most important accomplishments during the last six months?

What things do you think you could do better or improve upon in your current job?

What areas would you like to develop or expand on to become more successful in your current job?

What additional skills, training or experience would assist you to address the above?

Would you like to move beyond your current job? If so, in what direction or to do what?

What are your objectives for the next 6 months? What are they for the next 2 – 3 years?
