

TEMPLATE: Planning the Next Year

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

Note: the following are examples of questions asked during the annual performance review and can be modified to suit individual organizational needs. These questions can be added to a current performance review form and should include an area for both the employee and the person conducting the review to sign.

Instructions:

Looking forward to the next year, the supervisor and staff member discuss the barriers and opportunities and what each can do to support the other in fulfilling their respective roles. Based upon the discussion, the supervisor makes recommendations and decisions for the coming year and completes the form. Some key questions to take into account during this discussion are:

- What are the key goals for next year?
- Is communication effective between supervisor and staff member, staff member and co-workers, partners, and clients?
- Is the supervisor kept up to date and gets information from the staff member needed for planning and reporting?
- What support does the staff member need to do the job more effectively?
- What training and development is needed to facilitate success?