

TEMPLATE: Reviewing Last 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.

- Were the goals set last year met?
- Are there accomplishments that are particularly praiseworthy?
- Are there areas that could or should be developed?
- How are relations with co-workers, partners, and clients?
- Are there specific questions or concerns?
- Did the support and training decided upon in last year's review assist the employee in his or her development?