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| **PERFORMANCE REVIEW** | |
| **Learner Name** |  |
| **Job Role** |  |
| **Workplace/Organisation** |  |
| **State/Territory** |  |
| **Date Prepared** |  |

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| **Part A. Organisational Values** |
| 1. Outline your organisation’s values. |
| *Add more bullets as necessary* |
| 1. Description   *Identify how you have or have not been implementing your organisational values in the workplace.* |
|  |
| 1. Areas for improvement   *Identify plans or action items you intend to implement to ensure that you uphold your organisational values in the workplace.* |
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| **Part B. Performance Standards** |
| 1. Outline your organisation’s performance standards for your job role. |
|  |
| 1. Description   *Identify how you have or have not been implementing your job role’s performance standards in the workplace.* |
|  |
| 1. Areas for improvement   *Identify plans or action items you intend to implement to ensure that you are implementing your job role’s performance standards in the workplace* |
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| **Part C. SWOT Analysis** |
| 1. Strengths   *Specific skills or tasks required for your job role that you are doing well in.* |
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| 1. Weaknesses   *Specific skills or tasks required for your job role that you are not doing well in.* |
|  |
| 1. Areas for Improvement   *Plans or action items you intend to implement to address your identified weaknesses.* |
|  |
| 1. Threats   *Personal issue, factor or situation that you are currently experiencing and is affecting your performance in the workplace.* |
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END OF PERFORMANCE REVIEW TEMPLATE