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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.
 |
| 1.
2.

*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.
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|       |
| 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