PEER REVIEW FORM

Name (1) ………………………………………………………………..

Job role (2) ………………………………………………………………

Task being reviewed (3) ………………………………………………

Date of review (4) ………………………………………………………

Time of review (5) ………………………………………………………

Reviewer (6) ……………………………………………………………..

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| **Task being observed (7)** | **Positive observations (8)** | **Areas for discussion (9)** | **Score (10)** |
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1. The name of the person who is being reviewed.
2. Job role of the person being reviewed. This may not be essential to include depending on your context.
3. When describing the task it can be helpful to be as specific as possible. You may also want to refer to any standards that the person is being measured against.
4. The date the review took place. This would usually refer to when the task was observed rather than when the feedback was provided. However, it is helpful for feedback to be provided as soon as possible after the review has taken place.
5. Time can just be an approximate time or start time or can include both the start and finish times so that there is an accurate assessment of how long the task took to complete.
6. Name of the person who is completing the review.
7. Tasks should be described in detail and broken down into attributes that can be observed. We have given some examples from the keeper talks. It may be appropriate for a manager or for the reviewee and reviewer to sit together before the review and agree what aspects are being reviewed. Depending on the purpose of the review it may be focused on just one or two elements.
8. Reviews are best if they identify good practice as well as those things that need improving. This enables the person to know what to develop further and maintain, as well as what needs changing.
9. Feedback on areas to improve should be as specific as possible and focus on what the person did rather than general statements about them as a worker. It is not helpful for example to simply write that they are not very good at something.