

Career Conversation Feedback Summary

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| **Reviewee Name:** |  |
| **Position:** |  |
| **Reviewer:** |  |
| **Date of Review:** |  |

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| **Key Feedback Themes/Examples/Evidence from Review** |
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| **Key strengths identified** |
|  |
| **Suggested areas for further development** |
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| **Readiness assessment****(tick all that apply):** | **Short-term cover** | **Now** | **6 -12 mths** | **1 – 2 yrs** | **2 + yrs** | **N/A** |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
| **Comments on readiness/aspirations: (e.g., ready for what/ content in current role etc.)** |  |
| **Suggested development/support/interventions/next steps for discussion** |
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