

STAFF APPRAISALS

PERSONAL PERFORMANCE & DEVELOPMENT

NAME.....

JOB.....

DATE OF APPRAISAL.....

PURPOSE

- i To talk about and review your performance
- ii Discuss future work and progress
- iii Agree training and development

Please complete this form prior to the appraisal as it will form the basis of the meeting.

1 Achievements against Job Description and additional achievements.

2 What are the main tasks you are involved in or have altered since your last appraisal?

3 Which elements of your work have you been most successful at and why?

4 Which elements of your work have you enjoyed the least, or elements of the previous action plan have you not achieved?

5 If you could change parts of your job to improve your performance, which would they be?

6 What has been your best achievement in the last year and how could you build on this?

7 What extra skills and / or knowledge would make you feel more confident?

8 What would you most like to achieve in the coming year?

9 Is the current job description an accurate reflection of the post – or have my duties changed?

10 Agreed actions for the coming year, including training and other support?
(Please use additional paper if needed)

Appraisee's signature.....

Appraiser's signature.....

Date.....