

Performance appraisal

Name:	Position:
Appraiser:	Appraisal date:
Review scheduled: Annually/Quarterly	

To be complete before the interview and return to the appraiser by ____/____/____

Please list your main duties and responsibilities in order of priority:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Discussion points: (Please note Appraiser's feedback **in bold** to be completed during appraisal)

Has the past year been a good/bad or satisfactory experience for you, please explain your response.

Appraiser's feedback _____

What achievement do you consider the most important over the past year?

Appraiser's feedback _____

What would you like to achieve within your role for the next year?

Appraiser's feedback _____

List your likes and dislikes about working for this company

Appraiser's feedback _____

What element of you job do you find most difficult?

Appraiser's feedback _____

What element of your job do you find interests you the most and the least?

Appraiser's feedback _____

What do you consider the most important tasks and goals in the coming year?

Appraiser's feedback _____

Identify any training you feel that would benefit your current role.

Appraiser's feedback _____

Is there any improvements you would like to suggest to your manager?

Appraiser's feedback _____

Are there any challenges you can think about for the coming year?

Appraiser's feedback _____

In the following areas, score your knowledge or capability in your current role using the following scale 1-3= poor, 4-6= satisfactory, 7-9= good, 10= excellent. – list any areas of major concern

_____.

_____.

Accuracy		Time management	
Management		Communication skills	
Procedure development		IT Skills	
Recruiting skills		Problem solving and decision making	
Planning, budgeting & forecasting		Energy, determination and work rate	
Team development		Leadership and integrity	
Reporting and administration		Corporate culture	

With the appraiser Discuss and note areas that requires improvement – put into place specific resolutions for problem areas

Accuracy	
Management	
Procedure development	
Recruiting skills	
Planning, budgeting & forecasting	
Team development	
Reporting and administration	
Time management	
Communication skills	
IT Skills	
Problem solving and decision making	
Energy, determination and work rate	
Leadership and integrity	
Corporate culture	

In light of your current capabilities, your performance against past objectives and your aspirations for the future, list in order of priority the areas of work and personal development you would like to focus on in the next year.

With the appraiser – complete Employee Development Plan

Directions: Identify the areas where you would like to develop (either in terms of your knowledge or your skills) – this may relate to either your current position, or a future position (or both). Then describe what specific actions you will take to develop in that area. Finally indicate when you plan to complete this activity.

Area of improvement	Knowledge/Skills required	Actions to be taken	Who's responsibility	Due Date
	•	•	•	•
	•	•	•	•
	•	•	•	•
	•	•	•	•
	•	•	•	•
	•	•	•	•

Remember development may take many forms: training, additional reading, on-the –job experience, project assignments, job shadowing, etc.

Team Members Name & Signature: _____ **Date:** _____

Appraisers Name & Signature: _____ **Date:** _____