



STAFF APPRAISAL

APPRAISAL PERIOD – (DATE) to (DATE)

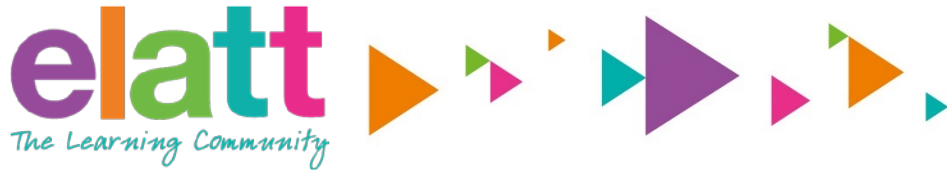
Name (name)
Department (department)
Job Title (title)
Length of Employment (months/years)
Line Manager (name)

PURPOSE

Your appraisal is designed to help you and your manager to get the most out of your job. It reviews your performance in the preceding year to see what has been achieved. It also aims to discover what has helped you and what has not helped you to help us learn for the future. If you did not receive annual targets last year, your performance can be measured against your Job Description or short-term targets set at 1:1 with your line manager.

The member of staff and the line manager should consider the answers to the questions below, and supporting evidence, and meet in order to agree the appraisal content.

In the event that agreement cannot be reached, please keep a separate document on file for both staff member and line manager.



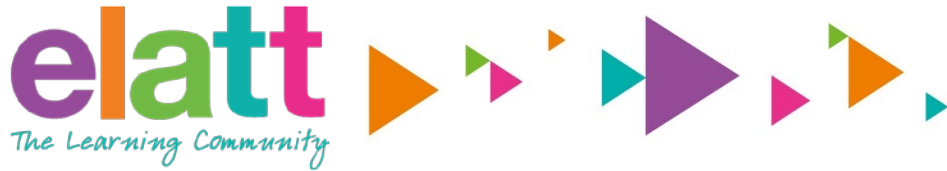
PART A: SUMMARY OF PERFORMANCE AND THE JOB

Summarise the discussion that has taken place around the following 'guide' questions, the Appraisal Preparation Form and Job Description.

How did you perform against your annual objectives? List below –

Key Objective	Performance against objective

What factors helped you achieve those objectives?



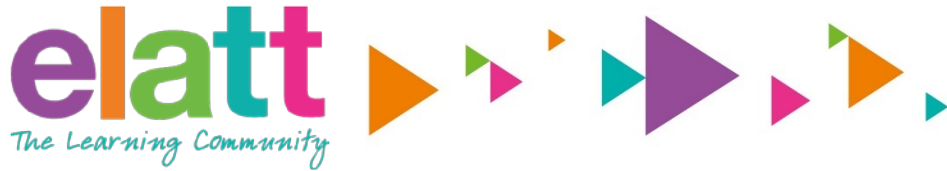
What factors did not help you achieve those objectives, and how can that be improved?

Training and Development

Please list the training and development you achieved last year, whether formal or informal, and how it has impacted on your performance:

Training achieved last year	Impact

What things did you do well in your job?



What knowledge and skills have been necessary to do the job well? (refer to your job description for details of the core areas of your job)

What things do you think you need to improve on, and how can you do this?

What additional knowledge or skills do you think would help you to improve performance?

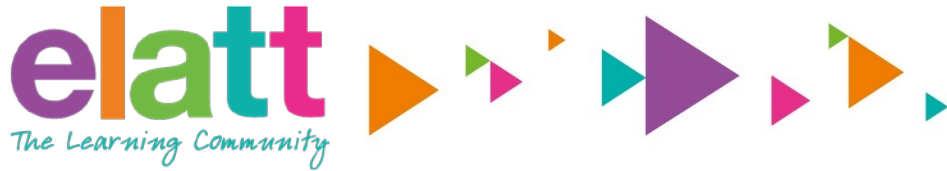
OVERALL PERFORMANCE GRADE *(for completion by Line Manager):*

1 Outstanding **2** Good **3** Satisfactory **4** Unsatisfactory

PART B: OBJECTIVES FOR (YEAR) – (YEAR)

List the key objectives for the coming 12 months, in specific measurable terms, with target dates for completion, up to 5 objectives for the next appraisal period.

Key Objective	Training and Support	How will you know that this has been achieved?	By When?
<p>Review of objectives & comments:</p>			



PART C: PROFESSIONAL DEVELOPMENT PLAN

List the learning and development goals required to support the achievement of the objectives and to develop the role and individual.

Learning & Development Goal	Learning Method & Activities	Review Date	Review / Comments

PART D: SUMMARY COMMENTS

Appraiser Summary

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Appraisee Summary

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Appraisee Signature:

Date:

Appraiser Signature:

Date: