

APPRAISAL PREPARATION FORM

Appraisal guide time: 1-1.5 hours

Name:

Job Title:

Length of Employment:

Appraising Manager:

Date:

Appraisal Tips

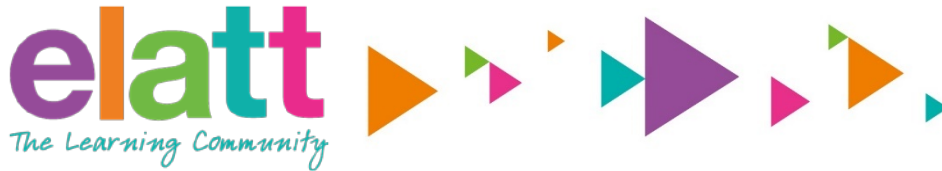
- **An Appraisal is an opportunity to plan personal development:**
Performance will be reviewed and feedback given in a structured and objective way
- **Reflect on past performance:**
Consider what has gone well and not so well – record specific examples to support your views
- **Think about what needs to be achieved next year:**
Develop an action plan
- **Summarise and record your discussion:**
Use these prompts to help you prepare for the Appraisal meeting

- What key contributions have been made in the last 12 months (or since joining)?

- What knowledge and skills have been necessary to do the job well?

- What additional knowledge or skills would help to improve your performance?

- What went well and not so well in achieving objectives/day to day activities? (note specific examples to support your view)



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- How might your role be developed to meet future aspirations? (Consider new responsibilities and opportunities to gain experience.)

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- What additional skills and knowledge are necessary to help you achieve objectives and support future professional development?

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- List some suggested objectives for the coming 12 months (to be discussed at appraisal meeting). Remember objectives should contribute in some way to improving the performance of the business.

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- What support do you think is needed to achieve the objectives? (to be discussed at appraisal)

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- What other issues need to be discussed and what outcomes would you like to secure from that discussion?