

Staff Appraisal

APPRAISAL FORM

NAME:

JOB TITLE:

DEPARTMENT:

MANAGER/SUPERVISOR:

SECTION 1: CURRENT PERFORMANCE

- List the key areas of your job
- Highlight your strengths and skills that have contributed to your performance during the last year.
- What work objectives have you achieved since your last appraisal or the start of your job? ***(there may also be other achievements that have arisen after these objectives were agreed)***
- What has helped you to achieve your work objectives?
- Is there anything that held you back in achieving your objectives? ***(e.g. perhaps your job changed so some objectives were no longer relevant, or you needed further training and support)***

- Which aspects of your performance could be improved?

- Detail how this could be achieved

SECTION 2: FUTURE OBJECTIVES

- List the objectives, which are to be achieved in the coming year ***they need to be specific, measurable (i.e. it will be clear when you have achieved them) achievable (i.e. realistic) relevant (i.e. linked to dept and organisational objectives). You should also put in the timescales that you hope to achieve them by.***
- How can your manager assist you in achieving these objectives?

SECTION 3: LEARNING & DEVELOPMENT

Learning is not just about going on a training course. You can learn effectively in a

number of ways. For example; visits, structured reading and distance learning, secondments, e-learning, on-the-job learning, mentoring, team meetings conferences as well as workshops and courses.

It is important that you take responsibility for your own learning and development needs, which we will support. You should have been discussing them during support and supervision sessions with your line manager and recording them on your support and supervision form.

Think about what you have learned over the past year;

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- What did you learn and how has it helped you?
- How have you put your learning into practice effectively?

Your Learning Plan

You need to think about what your future learning needs. Consider different types of relevant learning and development activities which will help improve your knowledge and skills.

- Why do you want to do this?
- How will it help you and the organisation?
- Are any resources required?

- How will you access them?
- What are your timescales for achievement?

LEARNING & DEVELOPMENT CONT

These are things that you will also need to detail more fully in your own learning plan for the year.

NB: As a useful reference you should refer to any previous learning requests and evaluations and your own personal log of any learning you have done over the past year.

SECTION 4: JOB DESCRIPTION

- In light of this appraisal, identify any changes to the key areas of the job description for the post that you are in and make recommendations for any appropriate changes.

SECTION 5: WORK LIFE BALANCE

- Are there any issues relating to your work/life balance that you would like to raise?

SECTION 6 MEETING NOTES

Appraiser's comments

Employee's comments

I hereby confirm that this is a fair and accurate representation of the appraisal discussion and that supervision dates have been agreed and diarised for the forthcoming year

Signature: (Employee)

Signature: (Appraiser)

Date:

For Internal Use:

Signature:

CHILDCARE SERVICE

Signed copy for Employee, Appraiser and the Childcare Service

