



NOTE: rECOrd is an equal opportunity employer

Staff Report: - Performance Appraisal

1. Personal Information:

Surname:

Forename(s):

Date of Birth:

Period of report - From:

To:

Date started job covered by this report:

Developmental activities (including on and off the job training and study for qualifications undertaken during the period of this report:

2. Job Description: (as agreed during previous JAR or when the jobholder took up post):

To be agreed between the reporting officer and the job holder.

| Purpose and main duties of the job: | Approximate percentage of time spent on each duty |
|-------------------------------------|---|
| | |

3. Reporting Officer's Assessment of Performance:

- Rating of performance:
1. Outstanding
 2. Significantly above requirements
 3. Fully meets normal requirements
 4. Not fully up to requirements, some improvement necessary
 5. Unacceptable (officer must be informed in writing)

Tick boxes 1 - 5 for each relevant aspect of performance and make full use of the space for comments.

| A) Aspects of performance | 1 | 2 | 3 | 4 | 5 | Comments |
|--|---|---|---|---|---|----------|
| Work Activity | | | | | | |
| Planning | | | | | | |
| Output | | | | | | |
| Quality | | | | | | |
| | | | | | | |
| Management | | | | | | |
| Of staff | | | | | | |
| Of resources | | | | | | |
| | | | | | | |
| Communication | | | | | | |
| Oral | | | | | | |
| Written | | | | | | |
| | | | | | | |
| Working relationships | | | | | | |
| Colleagues | | | | | | |
| Public/others | | | | | | |
| | | | | | | |
| B) Professional / specialist assessment | | | | | | |
| Professional/technical knowledge/skills | | | | | | |
| Knowledge | | | | | | |
| Skills | | | | | | |
| | | | | | | |
| Application of knowledge/skills | | | | | | |
| Knowledge | | | | | | |
| Skills | | | | | | |
| | | | | | | |

Signature:

Date:

Name in capitals:

C. Achievement of agreed objectives:

Comment on degree to which objectives agreed at last appraisal have been achieved.

D. Rating of overall performance:

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

This rating should reflect the performance actually achieved in the circumstances which prevailed. It should not make allowances for any special factors such as inexperience, ill health or particular operational problems - mention any such factors below. Comment on any particular strengths or weaknesses in performance of the main duties which are not fully reflected in 3a, b or c above.

He/She has worked for **rECOrd** for: months/years

Signature: Date:

Name in capitals: Position:

4. Job Appraisal Review - Action Record:

Record any action you and the job-holder have agreed. This may also include proposals for training (both on and off the job) and project work. Where performance did not meet normal requirements you must set out what action(s) are proposed.

Objectives for the next reporting year:
List agreed objectives.

Reporting officer and job-holder should each keep a copy of the action to be taken agreed objectives and job plan for the next reporting period.

Signature:

Date:

Position:

5. Job-Holder's Comments - to be completed after the Job Appraisal Review

You may, if you wish, comment on any part of this report.

Please sign below to show that you have had the opportunity to read this report and to discuss it with your interviewing officer.

Signature:

Date: