

Appraisal form

Employee's name:

Clock/payroll no:

Job title:

Department:

Date of engagement:

Date of appointment to current role:

Manager:

Date of meeting:

Part 1 – performance assessment

A. What objectives were set at the previous appraisal meeting and were they achieved?

1.....

.....

2.....

.....

3.....

.....

4.....

.....

B. What are the employee's key strengths?

1.....

.....

2.....

.....

3.....

.....
4.....

C. Are there any factors which have adversely affected the employee's performance?

1.....
2.....
3.....
4.....

D. What are the key areas in which the employee needs to improve?

1.....
2.....
3.....
4.....

E. Any other observations?

1.....
2.....
3.....
4.....

F. How would you rate the employee on the following?

	Excellent	Good	Satisfactory	Improvement Required
Uses initiative to solve problems				
Can be relied upon to deliver on commitments				

Works to high standards				
	Excellent	Good	Satisfactory	Improvement Required
Maintains a high work rate				
Has thorough knowledge of the job				
Works well as part of a team				
Exercises sound judgement				
Takes responsibility for problems and is accountable for actions				

PART 2 – OBJECTIVES

The following objectives have been agreed for the next [3months/6 months/year]:

Objectives agreed	Action required to implement	Target date
1.		
2.		
3.		
4.		

PART 3 – TRAINING AND DEVELOPMENT

The following training/development activities have been agreed for the next [3months/6 months/year]

Training/development activities agreed	Action required to implement	Target date
1.		
2.		
3.		
4.		

Manager's signature:.....

Employee's signature:.....

Date:.....

Please forward this form to the senior manager responsible for reviewing the appraisal.

Reviewing Manager's signature:.....

Date:.....

Once this form has been completed both manager and employee should retain a copy and one copy to be forwarded to [Person responsible for employee records]