

## nicensstripy Employee Appraisal Form

**Employee Name:** .....

**Appraiser Name:** .....

**Appraisal Meeting Date:** .....

**Appraisal Period:** .....

**Job Description/Responsibilities:**

**Important:** **Part A** of this form is to be completed by the employee and handed in to the appraiser before the arranged meeting time. **Part B** should be left blank and will be completed by the appraiser during the meeting. If you do not understand any questions on this form, please contact the appraiser as soon as possible.


<b>PART A</b>	<b>To be completed by the employee</b>
---------------	--

1. What have you achieved in your key area of work during the appraisal period?



(Please use the reverse of this page to continue your comments if necessary)

2. What do you consider to be your key strengths?



3. What do you consider to be your weaknesses?

4. What skills/area of work do you feel you need to improve the most?

---

---

---

---

---

5. Which parts of your job do you like the most?

---

---

---

---

---

6. Which parts of your job do you dislike the most?

---

---

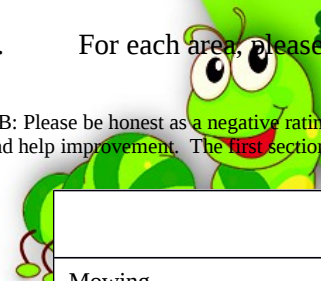
---

---

---

7. For each area, please give yourself a rating.

NB: Please be honest as a negative rating will not be held against you – it will help us to set your future targets/tasks to encourage and help improvement. The first section is rated 1 -10. 1 being the lowest and 10 being the highest.



	Employee	Appraiser	Jointly Agreed
Mowing			
Strimming			
Hedge cutting - hand			
Hedge cutting – Long-arm			
Chain saw			
Blowing - hand	N/A	N/A	
Blowing – Back pack			
Clearing			
Weeding			
Spraying - weed			
Spraying - grass			
Lawn Care			
Equipment Maintenance			
Leadership			

Management			
------------	--	--	--

Please tick the appropriate box

8.

	Excellent	Good	Average	Poor
Work Rate/Effort				
Work Quality				
Meeting Deadlines				
Team Player				
Using Initiative				
Responsibility				
Organisation				
Attitude				
Reliability				

What are your personal work goals for the next appraisal period?

The logo for nicenshipy, featuring the word "nicenshipy" in a lowercase, sans-serif font. The "n" is dark blue, and the "enshipy" part is light blue. The logo is set against a white background with a subtle shadow effect.

(Please use the reverse of this page to continue your comments if necessary)

9. Do you feel there is anything that we could do to help you meet these goals? If you feel we can help you attain your goals, please indicate how.



10. Please comment on any areas/issues that have not been addressed

---

---

---

**Thank you for completing Part A.** Please hand this form in to the appraiser before the arranged meeting time. Refer back to page 1 for your assigned meeting date/time and



appraiser.

**PART B** To be completed by the appraiser during the meeting.

After reviewing the employee's comments to Part A, the appraiser should use Part B to record future training/targets agreed with the employee during the meeting.

List here any training needs or targets set for the employee:

---

---

---

---

---

---

---

General comments from the appraiser

---

---

---

---

---

---

---

Next Appraisal Date/Review: .....

Appraiser

I agree that the above has been discussed and agreed with the employee and that a copy of Part A and Part B has been given to the employee.

Position .....

Print Name .....

Signed ..... Date .....

**Employee**

I agree that the above has been discussed and agreed with the appraiser and I have received a copy of Part A and Part B of the form. Furthermore, I agree the appraisal is a fair and true evaluation of my performance.

Print Name .....



Signed ..... Date .....

