

ORGANISATION Appraisal Form

Name	
Job title	
Date of Start	
Appraiser's name (line manager)	
Date of appraisal	

Appraisal completed	Signature	Date
Appraisee		
Line Manager		
Head of Department/Director		

Prior to the appraisal you should review your job description.

Does your job description accurately reflect the work that you do? If not, what amendments need to be made to it?

Please attach a revised job description.

SECTION 1 *To be prepared before the appraisal meeting and handed to your manager to complete at least one day before the meeting.*

1. What went particularly well over the past year? Why did it go well and how can this good practice be built upon?

2. What did not go so well? Why did it not go well? What can you do to overcome these problems in future?

3. Did you achieve your objectives for last year? If not why not?

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4. Has the Personal Development Plan been completed? If not, why not? How successful was the development and training that took place? What are you able to do better as a result?

5. What could the following do to help you improve your work performance and job satisfaction?

- ❖ You ...
- ❖ Your line manager ...
- ❖ Colleagues in the department/project ...
- ❖ Other people in the company ...

6. What are your longer term career development goals? (Optional)

7. Any other issues that have not been raised earlier

8. Line Manager's comments

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SECTION 2 *To be discussed and completed during the appraisal meeting*

9. Objectives. What are your objectives for next year?

Objectives for this year (Specific, Measurable, Agreed, Realistic and Time bound)	Success indicators: How will success be measured?	What are my deadlines for achieving the objective?	What support will I need from my line manager?	What other support or resources will I need to achieve this? (e.g. from colleagues)	Any other comments e.g. related learning needs (add details to PDP)

Example only

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10. Personal Development Plan

What personal development will you need to fulfil your objectives and meet the requirements of your role for the coming year?

Development need identified	Why do you need to do this?	When do you need to do this? Level of priority	Method envisaged (e.g. internal/external /on the job training, coaching etc)	Who can help you to achieve this?	How will you evaluate success?

Example only