

## STAFF APPRAISAL FORM

### **Section 1: Employee to Complete this Section**

*(Use your job description and previously agreed objectives to complete this section of the form. Please review your job description to ensure continued relevance)*

**Name:**

**Post:**

**Date Appointed to Current Job:**

#### **1. Performance Over the last year**

- 1.1 How would you describe your overall performance in the past year?
- 1.2 Which parts of your job have you performed most effectively?
- 1.3 Which parts of your job have not gone so well?
- 1.4 State any part of your job description that you are not doing.
- 1.5 State any areas of work which are not in your job description.

#### **2. Your Skills and Expertise**

- 2.1 What are your key strengths in your job?
- 2.2 What additional skills and expertise have you gained over the period?
- 2.3 Do you possess skills and strengths not fully used in your job?

#### **3 Development Needs**

- 3.1 What parts of your job do you find most difficult and why do you find them difficult?
- 3.2 Has a lack of a particular experience or skill affected your performance?

3.3 What additional training have you undertaken during the review period?

3.4 How effective has this training been?

3.5 What additional training or experience would now be of benefit to help you achieve future targets/objectives?

#### **4 Objective/Target Setting**

*(Use your job description and any Council's aims and objectives to consider what you intend to achieve next year)*

4.1 What potential individual objectives/targets do you want to discuss with your appraiser?

4.2 What potential objectives/targets have high priority?

4.3 Describe any help and/or support you feel you need to achieve your objectives/targets.

**Section 2: Appraiser to Complete This Section**

**Name(s):**

**Date of Appraisal:**

**Period Covered From:**

**To:** To Date

*Consider what the employee has written in Section 1 and make comments in this section (**Section 2**). When you have completed the appraisal interview and agreed objectives, training and development plans the overall summary and plans for the following year should be summarised in **Section 3**. You should obtain the employee's comments and signature in **Section 4** and give the employee a copy of the full document for their records.*

1. **Agreed Objectives** (*although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives*).

**2. Comments**

2.1 Comment on identified main achievements (*add anything else that was done particularly well*)

2.2 Comment on work or anything else which has not gone well.

2.3 Comment on any tasks that should no longer be in the job description and any that should be included.

2.4 Give your overall assessment of the employee's performance during the last six months (including strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives).

**Section 3: Future Plans**

*(This section provides an opportunity to record objectives for the coming year, agree training/development plans)*

1. **Agreed Objectives** (*although there are no set number of objectives those set should cover key aspects of the employee's job and have direct relevance to any Council aims and objectives*).

**2. Training/Development actions**

**Section 4: Employee Comments**

*(This section provides space for the employee to comment on the completed form and the appraisal process)*

**Signature of Appraisee** \_\_\_\_\_

**Signature(s) of Appraiser(s)** \_\_\_\_\_

**Date**