



PERFORMANCE APPRAISAL

To be completed by manager conducting appraisal

Employee:

Position:

Date appointed to this position: / /

Period covered by this appraisal:

This is to acknowledge that this appraisal has been discussed and seen by employee

Signed (employee): _____

Signed (appraiser): _____

Review of performance

Consider the employee's results in his/her work in general over the last year, relating, in particular, to agreed targets/objectives/standards of performance, and to existing job description.

1a. What parts of the job have been performed most effectively?

1b. How has this been achieved?

1c. What action will be taken to build on the above achievements going forward?

2a. What parts of the job could have been done better?

2b. Why was this?

2c. What action will be taken to overcome the above difficulties?

3. Overall grading of performance

From your evaluation against the main tasks of the job description, indicate the overall performance achieved by the employee. Bear in mind the definitions given to each ratings. The assessment should reflect the performance actually achieved in the circumstances which prevailed. Any unusual/special factors governing the year's performance should be stated below the assessment.

Tick the appropriate box:

- ☐ A Constantly gives an outstanding performance in most areas of their job
- ☐ B Constantly gives more than an effective performance in most areas of their job
- ☐ C Gives an effective performance
- ☐ D Sometimes gives an effective performance but some improvement required in many areas of their job (review in six months)
- ☐ E Constantly underachieving and less than effective in most areas of their job (review in three and six months)
- ☐ X Too early to assess (review in six months)

ALL APPRAISERS SHOULD NOW COMPLETE THE AGREED ACTION PLAN LETTER.

4. The following training and other action will be taken:

5. Employee's comments

The space below is provided for the employee to make any comment he/she may wish with regard to the appraisal.

Signed: _____

Date: _____