

Appraisal form

Use this model form to record the issues discussed at an employee’s performance appraisal meeting.

Employee’s name:	
Job title:	
Department:	
Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
Objective/competence 1: <i>This section should be used to record discussion on the key areas of the job, and include a summary of achievement against the objectives that have been previously agreed.</i>	
Objective/competence 2:	
Objective/competence 3:	
Development summary: <i>This section should be used to record any areas of the employee’s work where further training and support is required, and any areas where performance is particularly strong and should be developed further.</i>	

Development and training

This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further.

Career planning

This section should record any areas of the department or Company in which the employee has expressed a specific interest.

Other areas of discussion

This section should record any other points raised at the appraisal meeting.

Assessment Level

This is based on performance over the year against objectives achieved

Outstanding performance

(Objectives exceeded and competencies more than fully demonstrated)

Standard performance

(Objectives met and competencies fully demonstrated at required levels)

Less than standard performance with development needs

(Most objectives met but development required to fully meet all objectives)

Unsatisfactory performance

(Performance unacceptable; objectives not met and

<i>competencies not demonstrated)</i>	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewing manager's signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	