

# S A M P L E

Performance Appraisal (Appraiser)	
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Employee / Appraiser Name:			Appraiser	
Job Title:				
Time in present position:			provided to	
Period Covered:	From:	To:	be re-appraisee:	

## 1. Duties and Responsibilities – is an accurate reflection of your role?

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## 2. Discussion Points

Question	Comments
1. Has the past year been good/bad/satisfactory or otherwise for you, and why?	
2. What do you consider to be your most important achievements of the past year?	
3. What elements of your job interest you the most, and least?	
4. What do you consider to be your most important tasks in the next year?	
5. What kind of work or job would you like to be doing in one/two/five years' time?	

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Question	Comments
6. What sort of training / experience would benefit you in the next year?	
7.	
8.	
9.	
10.	

### 3. Progress against agreed objectives over the last 12 months

Objective	Measure/Standard	Comment
1.		
2.		
3.		
4.		
5.		
6.		
7.		

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Objective	Measure	Score	Comment
8.			
9.			
10.			

## 4. Objectives/Targets/Tasks

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

## 5. Comments

# SAMPLE

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## 6. Data Protection Policy

When conducting your appraisal, you will collect personal data collected in accordance with our Data Protection Policy. The data will be held securely and accessed by, and disclosed to, the following:

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Appraisee Name:	
Signature:	
Date:	

Appraiser Name:	
Signature:	
Date:	