

This self-appraisal form is for you to complete as useful as possible. Please return it to your appraiser.

of the appraisal process. In order for it to be as useful as possible, please be as open and constructive as possible. Please discuss your appraisal at the appraisal meeting.

1. **Duties & Responsibilities**

1.1 Review your current role and responsibilities.

description. Is it an accurate reflection of your current role and responsibilities?

2. **Discussion**

2.1 Please discuss any matters raised during the appraisal meeting.

on points provided and include any additional points you wish to discuss during the appraisal meeting.

1. **Objectives (priorities)**

2.2 List the objectives you set out to achieve in the past 12 months (or the period of the appraisal) with the measures or standards agreed against them. Achievement or otherwise, with reasons where appropriate. Performance against each objective according to the following scale.

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3. **Scoring Table**

1 – 3	poor	7 – 9	good
4 – 6	satisfactory	10	excellent

4. **Objectives/Performance**

4.1 In light of your current role and responsibilities, what objectives do you like to focus on during the next year? Your appraiser will discuss these with you during the appraisal meeting.

5. **Comments**

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5.1 Any other comments not covered elsewhere.

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6. **Data Protection**

6.1 When we process your personal data, we shall process it in accordance with our Data Protection Policy. The data we collect as part of the appraisal process is held securely and accessed by, and only for the purposes of managing your appraisal. The processing of employee data constitutes a data breach in accordance with our Data Protection Policy.

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