

S

A

M

P

L

E

Performance

(Appraiser)

Appraisee's Name:

Name:

1. Appraisee's Main Duties and Responsibilities

--	--

2. Discussion Points

Question	Appraiser's Assessment	Discussion Assessment
1. Has the past year been good / bad / satisfactory or otherwise for Appraisee, and why?		
2. What do you consider to be the Appraisee's most important achievements of the past year?		
3. What do you consider to be Appraisee's likes and dislikes in respect of working for the company?		
4. What elements of the Appraisee's job do you consider to be most difficult?		
5. What elements of the Appraisee's job do you consider to be the most, and the least interesting?		

S

A

M

P

L

E

Question	Appraiser's Assessment	Discussion Assessment
6. What do you consider to be the Appraisee's most important tasks in the next year?		
7. What action could be taken to improve the Appraisee's performance in the current position and by the Appraisee's manager/ supervisor?		
8. What kind of work or job would you expect the Appraisee to be doing in one/two/five years' time?		
9. What sort of training / experience would benefit the Appraisee in the next year?		
10.		
11.		
12.		
13.		
14.		

S

A

M

P

L

E

Question	Appraiser's Assessment	Discussion Assessment
15.		

3.1 Objectives and Performance

Objective	Measure/Standard	Final Score	Comment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3.2 Comments

--	--

4. Capability and Knowledge

Criteria (for current or new role)	Appraiser	Criteria (suggested by)	Score	
			Appraiser	Final
1. commercial judgement				
2. product / technical knowledge				
3. time management				
4. planning, budgeting and forecasting				
5. reporting and administration				
6. communication skills				
7. delegation skills				
8. IT/equipment/machinery skills				
9. meeting deadlines / commitments		Criteria (suggested by)	Score II	
10. creativity				
11. problem-solving and decision-making				
12. team-working and developing others				
13. energy, determination and work-rate				
14. steadiness under pressure				
15. leadership and integrity				
16. adaptability, flexibility, and mobility				
17. personal appearance and image				

S

A

M

P

L

E

5. Objectives for next 12 months

Objective	Assessment
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

6. Career Options, Promotion

7. Training and Development Support

--

--

8. Any Other Issues (to be covered separately from the appraisal)

--

--

Appraisee Name:

Signature:

Date:

--

Name:

--

Grade/recommendation/summary as a result of appraisal

--

--

Data Protection Policy

When conducting your appraisal, we should ensure that we comply with our Data Protection Policy. The data we collect should be held securely and accessed by, and disclosed to, only those who need it for the purposes of managing your appraisal.

Data collected in accordance with our Data Protection Policy. The data collected as a result of the appraisal process is held securely and accessed by, and disclosed to, only those who need it for the purposes of managing your appraisal.

Please return the completed form to e.g. HR Department by <<Insert date>>.

S A M P L E