# **Performance Appraisal Form**

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| **APPRAISAL REVIEW PERIOD:** | FROM: TO: |

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| **EMPLOYEE NAME:** |  |
| **JOB TITLE:** |  |
| **START DATE:** |  |

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| **PRINCIPAL ACHIEVEMENTS DURING APPRAISAL PERIOD**  Use this section to briefly list the employee’s principal achievements during this appraisal period. Areas to consider may include the successful completion of a specific project, the successful development and implementation of new and innovative business procedures/systems, or the successful completion of a training course, vocational or other qualification. | |
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| **RATING SCALE**  Using the rating scale below, please complete section A of this appraisal form as fully as possible, indicating how you would rate the employee’s performance under each of the Ongoing Performance Criteria, giving evidence in support of your rating in the Justification/Comments section. | |
| **A - OUTSTANDING** | Exceptional performance, far exceeds expectations |
| **B – VERY GOOD** | Significantly exceed jobs performance expectations |
| **C - COMPETENT** | Fully met all job performance expectations |
| **D – IMPROVEMENT REQUIRED** | Failed to meet all job performance expectations |
| **E – UNSATISFACTORY / TO SOON TO TELL** | To soon in position to objectively determine performance |

# **SECTION A ONGOING PERFORMANCE CRITERIA**

Please circle the appropriate rating under each Performance Criteria, which you feel best reflects the employee’s performance during the appraisal period, providing brief written details in support of the rating given in the Justification / Comments sections.

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| **PERFORMANCE CRITERIA** | **JUSTIFICATION/COMMENTS** |
| Job Knowledge / Competence  **A B C D E** |  |
| Efficiency/ Accuracy of work output  **A B C D E** |  |
| Communication Skills  **A B C D E** |  |
| Flexibility and Team Work  **A B C D E** |  |
| Problem Solving  **A B C D E** |  |
| General Conduct  **A B C D E** |  |

**OVERALL PERFORMANCE RATING**

Tick the box which best summarises the employee’s overall performance (Agreed during appraisal)

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| --- | --- | --- | --- | --- |
| **A** – Outstanding | **B** – Very Good | **C** – Competent | **D** – Improvement Required | **E** – Unsatisfactory/ Too soon to tell |

# **SECTION B EMPLOYEE DEVELOPMENT PLAN**

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| **POTENTIAL CAREER DEVELOPMENT**  These sections will be completed during the appraisal discussion to record the employee’s future career aspirations. Areas to be considered may include gaining experience in other areas, or further development within existing discipline. |

This section will be used to identify the employee’s key training and development objectives for the next appraisal period as well as the key training and development actions, which will be required to meet these objectives. In house development experiences may be considered, as well as specific training and development activities which will strengthen the employee’s performance.

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| **TRAINING & DEVELOPMENT OBJECTIVES** | **TRAINING & DEVELOPMENT ACTIONS** | **TARGET DATE** |
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| **KEY PERFORMANCE OBJECTIVES FOR THE NEXT APPRAISAL PERIOD**  This section should be completed during the appraisal discussion, to record the employee’s key performance objectives for the next appraisal period. |

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| **EMPLOYEE’S COMMENTS**  SIGNED ………………………………………………………………. DATE …………………………………….. |

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| **APPROVAL**  *Appraiser*  SIGNED …………………………………………………………………. DATE ……………………………………..  *Managing Director*  SIGNED …………………………………………………………………DATE ………………………………………. |