

Appraisal Form

Appendix B

Employee Name or Team:		
Job Title:		
Service:		
Manager:		
Date of Appraisal:		
Job Role Link to Corporate Plan: <i>(tick only those that directly apply)</i>	Unlocking Our Growth Potential	
	Providing Our Customers with Excellent Service	
	Supporting Our Communities to be Healthier, Safer, Cleaner and Greener	
	Transforming Our Organisation	
Review of Previous Year and Current Performance Summary: <i>This section should be used to record discussion on the key areas of the job and performance over the previous year and include a summary of achievement against the objectives that have been previously agreed, (more objectives can be added if required).</i>		
Objective 1:		
Objective 2:		
Objective 3:		

Summary of Job and Performance Objectives for next 12 months and Beyond:

This section should be used to record discussion in the key area of job and performance expectations for the coming year and include setting objectives for the next 12 months and beyond if appropriate, (more objectives can be added if required).

Objective 1:**Objective 2:****Objective 3:****Learning, Development & Training over next 12 months and beyond**

This section should record any identified development requirements for the coming year

Learning, Development or Training Required	Business Reason	Expected Outcome	Cost (if applicable)
1.			
2.			
3.			

Career Planning

This section should record any areas in which the employee has expressed a specific interest and/or career development/aspirations

Other Areas of Discussion

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

Assessment Level <i>This is based on performance over the year and against objectives achieved</i>			
Outstanding performance <i>(Objectives exceeded and competencies more than fully demonstrated)</i>	Good performance <i>(Objectives met and competencies fully demonstrated at required levels)</i>	Standard performance with development requirements identified <i>(Most objectives met but development required to fully meet all objectives)</i>	Unsatisfactory performance <i>(Performance unacceptable; objectives not met and competencies not demonstrated)</i>
Employee's signature:			
Date:			
Manager's signature:			
Date:			
One copy of completed Appraisal Form is kept by the Employee One copy of completed Appraisal Form is kept by the Manager One copy of completed Appraisal Form is sent to HR for employee's personnel file.			