



APPRAISAL FORM

Jason Matthews

1 - Employee Details

Surname	Matthews	First Name	Jason
Department	IT	Site	Dunstable
Job Held	sdfs	Since	26/11/2008
Working Time	full_time		
Manager Conducting Appraisal	sdfs		
Date Of Appraisal	26/11/2008	Date Of Last Appraisal	26/11/2008
Presence of Third Party	no		
Period Appraised	end_of_induction		
Documents Available	Job Description, Last Objectives,		

2 - Developments in Job Role Since Last Appraisal

Details	sdf
---------	-----

3 - Working Environment

1 = Very Satisfied, 3 = Satisfied, 5 = Not Satisfied

	1	2	3	4	5
Satisfaction in Current Job Role	X				
Clarity of Job Role and of Objectives Fixed	X				
Workload within the Department		X			
Equipment Available for Work				X	
Regular Circulation of Information in the Department			X		
Regular Comments on your Work	X				
Contact with Customers (Internal/External)					X
Atmosphere at Work					X
Training Possibilities				X	
Security and Comfort at Work			X		
Management Style (communication, delegation)		X			
Other (Sources of Satisfaction/Dissatisfaction)					X

Comments from Employee and Manager on Point 3 if desired

Details	sd - fsdf
---------	-----------



1 - Page 2 Stuff

Page 2 Stuff		Page 2 Stuff	12
--------------	--	--------------	----