

# Annual Appraisal Form

Employee name: \_\_\_\_\_  
 Team: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Line manager: \_\_\_\_\_  
 Date of appraisal: \_\_\_\_\_



Created Date: 25-03-2019

## 1. General impression

<b>Work</b>	<b>In my work, I feel...</b>	<b>Give reasons. How could the situation be improved, if necessary?</b>
	Over load	
	Fully stretched	
	Not fully	
	Out of my depth	
	Challenged	
<b>Working environment</b>	<b>In my working environment, I feel...</b>	<b>Give reasons. How could the situation be improved, if necessary?</b>
	Very well	
	Well	
	Neither well nor unwell	
<b>Collaboration</b>	<b>I rate the collaboration between me and my colleagues at work as...</b>	<b>Comments:</b>
	Very well	
	Well	
	Neither well nor unwell	
	Unwell	
<b>Values</b>	<b>Are you aware of AAVN's values?</b>	<b>Comments:</b>
	Yes                          No	
	<b>Do the following people put AAVN's values into practice?</b>	
	<i>Management</i>	
	Yes                          No	
	<i>Colleagues</i>	
	Yes                          No	
<i>Company as a whole</i>	<i>Comments:</i>	
	Yes                          No	

## 2. Appraisal of performance and conduct

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**Explanation of appraisal chart:**

- A Significantly exceeds requirements
- B Fully and completely fulfills requirements

- C Generally fulfills requirements
- D Does not fulfill requirements

Technical knowledge	A	B	C	D	
<b>Possesses technical knowledge</b>					Manager Employee
<b>Keeps technical knowledge up to date</b>					Manager Employee
<b>Passes technical knowledge onwards without being asked</b>					Manager Employee
<b>Makes use of technical knowledge</b>					Manager Employee
<b>Customer orientation</b>	A	B	C	D	
<b>Understands customer's needs (internal/ external)</b>					Manager Employee
<b>Finds solutions for customers</b>					Manager Employee
<b>Stays in regular contact with customers?</b>					Manager Employee
<b>Develops customer's potential?</b>					Manager Employee
<b>Commitment</b>	A	B	C	D	
<b>Takes responsibility for the success of the work</b>					Manager Employee



<i>Sticks at the task, in spite of obstacles</i>					Manager
					Employee
<i>Gets excited and excites others</i>					Manager
					Employee
<i>Becomes enthusiastic about other areas too?</i>					Manager
					Employee
<b>Openness to new ideas</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	
<i>Is comfortable in new situations</i>					Manager
					Employee
<i>Wants to mould changes</i>					Manager
					Employee
<i>Gets excited and excites others</i>					Manager
					Employee
<i>Initiates innovations</i>					Manager
					Employee
<b>Orientation towards result</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	
<i>Adheres to deadlines</i>					Manager
					Employee
<i>Delivers the anticipated results</i>					Manager
					Employee
<i>Obtains the required resources independently (information, decisions, tools etc.)</i>					Manager
					Employee



Collaboration	A	B	C	D	
<i>Makes own contribution to the team</i>					Manager Employee
<i>Offers and demands support</i>					Manager Employee
<i>Accepts other people's opinions</i>					Manager Employee
<i>Behaves correctly towards other employees</i>					Manager Employee
Working performance	A	B	C	D	
<i>Self-organising</i>					Manager Employee
<i>Delivers the required quantity</i>					Manager Employee
<i>Delivers the required quality</i>					Manager Employee
<i>Delivers special services without being asked</i>					Manager Employee
Management behavior (for managers only)	A	B	C	D	
<i>Keeps the team informed</i>					Manager Employee
<i>Creates favourable environments, such as organisations, processes, instructions and structures</i>					Manager Employee



<i>Takes all the necessary decisions and puts them into practice</i>					Manager
<i>Supports the staff</i>					Employee
<i>Promotes the staff</i>					Manager
<i>Promotes the staff</i>					Employee
<b>English skills</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	
<i>Listening</i>					Manager
<i>Listening</i>					Employee
<i>Speaking</i>					Manager
<i>Speaking</i>					Employee
<i>Writing</i>					Manager
<i>Writing</i>					Employee
<i>Presentation</i>					Manager
<i>Presentation</i>					Employee

### 3. Feedback on Line Manager

Themes	A	B	C	D	
<i>Sets an example of values</i>					Employee
<i>Passes information on</i>					Employee
<i>Gives me opportunities to makes a contribution</i>					Employee



<i>Supports me</i>							Employee
<i>Promotes me</i>							Employee
<i>Takes decisions and puts them into practice</i>							Employee
<i>Gives me feedback</i>							Employee

#### 4. Concluding remarks

<b>Comments from the employee on the appraisal and feedback on the management</b>		
<b>Comments from the Superior on the appraisal</b>		
<b>Comments from Head of Department/ Branch Director on the appraisal</b>		
Head of Department's suggestion:	Renewal contract	Termination contract
Approval from Branch Director:	Renewal contract	Termination contract
<b>Signatures</b>		
Employee	Superior	Head of Department/ Branch Director
Date: _____	Date: _____	Date: _____

