

I'm not robot!

PRODUCT APPRAISAL REQUEST FORM

Product Application Criteria

The SEQ service providers will only appraise a new product if it meets one of the following:

- a) The product has received a positive appraisal from the Water Services Association of Australia (WSAA).
- b) It fulfils a gap or specific need that no existing approved product can effectively perform.

The applicant must fully complete this form and append all appropriate third part certificates and test reports as required for verification and any other product information that may assist in understanding the product. Incomplete forms may be returned for completion without processing.

Where there has been a WSAA appraisal report published and it is still current, only the Applicant and Supplier details shown below need to be completed, unless otherwise requested.

The applicant must complete a separate application form for multiple products requiring appraisal that are manufactured to different national and international standards, nationally recognised water industry standards and specifications.

Product Appraisal Application Form

WSAA Appraisal Report

(Nominate WSAA Appraisal No. and Title)

Product Trade or Brand Name

Applicant

Company Name	
Postal Address	
Contact Person	
Position/Title	
Phone	
E-mail	
Fax	

Supplier of Products (if different from Applicant)

Company Name	
Postal Address	
Contact Person	
Position/Title	
Phone	
E-mail	
Fax	

Leadership Self-Assessment Questionnaire

Instructions: This questionnaire contains items about different dimensions of authentic leadership. There are no right or wrong responses, so please answer honestly. Use the following scale when responding to each statement by writing the number from the scale below that you feel most accurately characterizes your response to the statement.

Key: 1 = Strongly disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly agree

1. I can list my three greatest weaknesses.

12345
2. My actions reflect my core values.

12345
3. I seek others' opinions before making up my own mind.

12345
4. I openly share my feelings with others.

12345
5. I can list my three greatest strengths.

12345
6. I do not allow group pressure to control me.

12345
7. I listen closely to the ideas of those who disagree with me.

12345
8. I let others know who I truly am as a person.

12345
9. I seek feedback as a way of understanding who I really am as a person.

12345
10. Other people know where I stand on controversial issues.

12345
11. I do not emphasize my own point of view at the expense of others.

12345
12. I rarely present a "false" front to others.

12345
13. I accept the feelings I have about myself.

12345
14. My morals guide what I do as a leader.

12345
15. I listen very carefully to the ideas of others before making decisions.

12345
16. I admit my mistakes to others.

12345

Scoring

- Sum the responses on items 1, 5, 9, and 13 (self-awareness).
- Sum the responses on items 2, 6, 10, and 14 (internalized moral perspective).
- Sum the responses on items 3, 7, 11, and 15 (balanced processing).
- Sum the responses on items 4, 8, 12, and 16 (relational transparency).

Approved Employer FPER confirmation form

For trainees employed by an Approved Employer - trainee development CAT shows, Gold or Platinum level

To claim the completion of a trainee or all of the Foundation Practical Experience Requirement (PER) performance objectives through the ACCA Approved Employer award(s), you must complete and return this form to ACCA.

Section 1 must be completed by you.

Sections 2 and 3 must be completed by your ACCA Approved Employer primary contact or practical experience supervisor. The practical experience supervisor should:

- be a member of an FRC body or a qualified accountant or auditor recognised by law in your country;
- be a Certified Accounting Technician (CAT) or member of AAT or
- have knowledge of your work.

A copy of this form must be retained in case it is required by ACCA for PER audit purposes or to validate any claims on your CAT holder application.

* To be awarded a qualification, you must have achieved a minimum of ACCA qualified Practical Experience Requirement (PER) to ensure that you get your trainee status in order that FRC body or a qualified accountant or auditor responsible for your work.

1. YOUR INFORMATION DETAILS

1. Full name

ACCA registration number

Organisation name

Approved Employer number

Job title

Date of employment From To Months in a relevant role

Employer address

Postcode



APPRAISAL FORM

Employee Name

Date

Job Title

Assessor

Nature of Work

Assessment Duration

Days

Section 1 - Assessee Performance rating

CRITERIA (See Guidelines)

Teamwork & Cooperation	5	4	3	2	1
Communication					
Quality					
Documentation					
Initiative					
Mechanical Knowledge					
Methods Knowledge					
General Knowledge					
Business Knowledge					
Planning Skills					
Management Skills					
Productivity					
Quality Improvement					
Learning Skills					
Training Skills					
Leadership					

Assessor Performance Rating, this must be completed by Assessee

CRITERIA

5	4	3	2	1
Communication				
Ability to teach				

Beneficial Training:

STAFF PERFORMANCE APPRAISAL FORM

NAME:

EMPLOYEE ID NO:

DEPARTMENT:

CLASSIFICATION TITLE:

TYPE OF APPRAISAL:

ANNIVERSARY

☐

SPECIAL

☐

APPRAISAL PERIOD:

FROM:

TO:

This form must be returned to the Division of Human Resources by . If the form is not received by this date, rating will automatically default to **Achieves Performance Standards**.

INSTRUCTIONS: This appraisal form must be completed by the immediate supervisor based on performance standards previously established. If the selected category is "Achieves Standards" the supervisor must indicate the level of rating: MP-Marginal or the Proficient . If the overall is Achieves Standards Marginal or Below Standards, the supervisor must contact the Employee and Labor Relations Department for assistance in implementing a Performance Improvement Plan.	EXCEEDS STANDARDS		ACHIEVES STANDARDS		BELOW STANDARDS
			P	M	
JOB KNOWLEDGE:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCTIVITY:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPENDABILITY:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONS WITH OTHERS:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMITMENT TO SAFETY:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISORY ABILITY: (applicable only to designated supervisor positions)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL APPRAISAL RATING: (one CATEGORY must BE CHECKED)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appraisal form format free download. Staff appraisal form format. Appraisal form format in excel. Self appraisal form format. Employee performance appraisal form format. Appraisal form format pdf. Appraisal form format in word. Appraisal form format for employees.

An employee evaluation form is a performance review tool used to track employee progress by collecting information about employees' skills, goals, and accomplishments. With our free Employee Evaluation Forms, you can collect responses online to easily see what your employees are doing well and identify areas for improvement. Once you've conducted your employee reviews on your computer, tablet, or mobile device, they'll be securely stored in your Jotform account — making it easy to manage reviews and convert them into printable PDFs!To conduct valuable employee evaluations for your company or HR department, you'll need a great employee evaluation form template. Start with one of our ready-made Employee Evaluation Forms and customize it with Jotform Form Builder to create the perfect evaluation form for your needs. Rearrange the template layout, add and update questions, upload your company logo, and more — you can even get visual by adding tables and rating scales! Monitor employee progress online with our free Employee Evaluation Forms to decrease paperwork and conduct more efficient performance reviews. A performance appraisal is a monthly, quarterly, or annual review of an employee's contributions towards business objectives and company goals. It can help managers identify employee gaps and give them new ideas for training opportunities to boost workplace productivity. A performance appraisal also serves as an objective avenue for both supervisors and workers to give and receive feedback. Managers may also use it to justify compensation adjustments, bonuses, or even termination decisions. For employees, performance appraisals help them understand where they are in terms of alignment with company expectations and team standards. With a performance appraisal form, supervisors and workers learn more about each other, the business, and themselves. An appraisal form also called an employee performance appraisal form, is a tool used by people managers and HR teams to measure and benchmark the performance of employees. It helps evaluate the contributions and achievements of employees during a specific timeline. A well-structured appraisal form and appraisal process enable benchmarking across teams and divisions to identify staff career development opportunities and areas for improvement. 3 Basic Uses of the form A performance appraisal is directed toward these three basic uses: to provide adequate feedback to each person on his or her performance; to serve as a basis for modifying or changing behavior toward more effective working habits; and to provide data to managers with which they may judge future job assignments and compensation. Learn how to conduct an effective performance appraisal here. Appraisal Form Example: What Basic Elements Should be in Your Template Whether used by supervisors, the people team, or employees themselves, appraisal forms feature standard elements that help facilitate a complete review process. Here are three fundamental fields of an appraisal form: A rating system Supervisors, and even employees themselves, rate or measure employee performance for a specific timeline using key team and business metrics. Attendance, productivity, quality of work, the achievement of targets, etc, are examples of items being rated. Example: Feedback Appraisal forms can include sections for qualitative feedback from peers or supervisors mentioning employee commendations or opportunities for improvement. Here's an example using the rating guideline above: Attendance Score 5 Feedback Jones has no record of tardiness. She manages to plot all her leaves and extend work hours if needed. Job Knowledge and Skills Score 4 Feedback Jones is willing to take a big leap in her skills. She manages to finish tutorial modules and apply them to her tasks Acknowledgment The ratings and contents of employee appraisals need to be acknowledged or confirmed by both employees and supervisors. Appraisal forms typically include the signatures of both employees and supervisors to confirm the validity of the appraisal. To give you a better understanding we've created a filled out example of an appraisal form using a digital staff performance appraisal checklist template. Which Format Should We Use? Performance appraisals can be a daunting task because of how tedious the entire process can be. Choosing the right appraisal format for a company's specific context can help make it easier for all stakeholders—human resource coordinator, finance head, direct manager, colleagues, and subordinates—to efficiently carry out appraisals as hassle-free as possible. Listed below are the two most common types of appraisal formats you can try implementing in your workplace: A 360-degree performance review is probably the most comprehensive appraisal format as it entails feedback not only from your direct manager and team members, but also from your peers and in some cases, from the boss of your boss and department heads. This appraisal format is for organizations that can spare enough time, effort, and resources and have adequately trained personnel for executing 360-degree appraisals. Sample 360-degree appraisal format questions include: Are this employee's solutions to problems clear and effective? Does the employee take the lead on projects or assignments? Do you believe this employee is honest, ethical, and trustworthy? MBO is an appraisal format, where at the beginning of each period such as quarterly, biennially, or annually and upon the approval of upper management, both the employee and his/her manager set objectives and key results aligned with the overall company goals, and at the end of each period, evaluate the former's performance warrants a pay increase based on meeting set objectives. For small- to medium-sized companies, MBOs can be the most optimal appraisal format to practice as the process is more manageable at their scale and it can still be easily monitored and followed through for continued professional and business growth. The two most common types of MBOs with examples are: Increase mobile app downloads by 15% through carrying out at least 5 experiments that improve user experience Reach 10,000 more customers who use our product at least once a week by integrating it with a new feature Master iAuditor analytics by knowing exactly how I can get the data I need on my own Develop better work relationships by participating in our team lunch time every Wednesday What Do you Write in an Appraisal Form? Appraisal forms vary depending on the organizational standards. It helps measure employee performance for possible career progression. It is an objective written discussion of employee productivity, feedback, attendance, and quality of work. Here are some of the items that should be included in the appraisal form: Goals - Indicate achievements and milestones throughout the year with respect to the annual goals that have been set with the manager in the previous cycle. Key Performance Indicators (KPIs) - Include the key progress and strategic improvements that have been achieved during the performance review cycle. Development areas - Indicate failures with a positive reaffirmation. Disciplinary acts - Employee appraisals don't only cover job performances but encompass employee attitude towards work as well. Future Plans - Cover additional learnings or skills that would help employees to achieve other goals to improve current performances. Appraisal Tool For Improved Efficiency Employee appraisals are part and parcel of organizations that intend to measure employee performance. Paper-based staff appraisal processes, however, can create an administrative burden requiring scanning of documents (including staff signatures) as well as data re-entry for benchmarking purposes. iAuditor by SafetyCulture is a web and mobile platform that can help streamline your appraisal workflows. Eliminate costs and time spent scanning appraisal forms. With the iAuditor mobile app and software, you are empowered to: Create mobile-ready performance appraisal templates and performance review templates Automatically save and organize all appraisal reports online in a secure cloud. Easily export all staff performance appraisal ratings into excel or any application using API integration or view the results on the iAuditor Analytics dashboard. To help you get started we have created 5 appraisal templates you can download and customize for your relevant teams and people managers. Get started with these templates to begin streamlining your appraisal processes. Download a sample Employee appraisal form. Performance appraisal is an important component of performance management in an organization. Appraisal is the process of constantly assessing the means and ends of an individual's work in a specific period of time. It measures the performance of the individual while achieving certain predetermined goals. It also identifies the reasons for success and failures so as to address the gaps and set future plans based on the current performance levels. It sets the tone for the employees as well as the organization to achieve meaningful progress in the long term. Employee Evaluation form - the key tool for appraisal The key tool for evaluating an employee's performance is the employee evaluation form. We have earlier explored in detail the Employee Performance Review process and the importance of templates. In this article, in addition to broadly customizing a performance review template for review, it is also important to have an in-depth understanding of the employee appraisal form, which is the questionnaire that the employees get to fill. The employee appraisal form is carefully designed in line with the objectives and expected outcomes of the review, in order to get the most accurate reflection of the employees' performance in the review period. To get the right outcomes, you need to ask the right questions to the employee. This article explores the vital components of an effective appraisal form and gives insights on how to fill it. An effective performance appraisal form is based on following essential parameters of a review. Download a sample Employee appraisal form. 1. Goals and Objectives achieved, missed and newly set The nature of goals and objectives of an employee varies according to the job description. The employee appraisal form needs to have the objective of the review, job description and goals set for the particular position mentioned clearly. In a self-appraisal, this section needs to bring out details such as the status of the goals that were set for the review period, the key skill or strength of the employee that helped the employee achieve each of the goals and the challenges he/she faced in achieving them. For goals management, OKR is the golden standard and a comprehensive view of 'what OKRs are' is available here. 2. Competencies Achievement of goals is not the only indicator of an employee's performance. There are several competencies that define the employee's performance. These competencies are indispensable for the employee to contribute to the organization and his/her team in an effective manner. These performance parameters can be measured quantitatively, and hence the rating scale should be clearly mentioned. Following are some of the competencies that can be assessed in a performance appraisal. Teamwork Leadership Customer focus Punctuality Problem solving skills Communication skills Quality of output Judgement Reliability Job knowledge 3. Feedback with open ended questions The employee should be given space in a performance appraisal form to reflect on vital details like the achievements during the review period, career aspirations, what he/she expects from the team/organization, things he/she wants to change in the organization, etc. it promotes dialogue with the employee instead of keeping it as one way communication and improves employee engagement. 4. Salary, incentives and recognition The employee review template can have questions on compensation, incentives, rewards, etc. It helps the organization to know if the employees feel they receive the monetary benefits they deserve for the effort they put into the job. Rewards and recognition drive motivation and productivity, and hence, it is crucial for the organization to know if they are rewarding the employees adequately. 5. Skill Development and performance improvement The employee can state what all skills and competencies he/she needs to develop in order to do the job better. The organization needs to provide the employees with the skills and tools required to perform at optimal levels. Staying updated is key to maintaining the competitive edge of the organization. How to fill up a performance appraisal form An employee performance review can make or break the career of an employee, depending on how he/she has performed. So, if you are writing a review for someone who interacts with you everyday, then take your time to write the review and keep your assessment honest and objective. If you are doing a self appraisal, you can follow the below-mentioned guidelines to fill the employee appraisal form for an effective review. Prepare for Self Evaluation If you are doing a self assessment, prepare well by: Recollecting all your achievements Revisiting your previous review to verify the goals, and the plans you had proposed to achieve them Referring to your old documents, emails, minutes of team meetings, etc to avoid missing anything Noting down all the vital points before writing the review When you fill the form: Be honest and critical Analyze your failures and mention the reasons for it. State a plan to address those shortcomings. Keep the words minimal Write short and precise appraisals with minimal word count. Identify weaknesses Identify your weaknesses and mention the training and support you need from the organization to address them. Mention your achievements Mention your achievements and share how you approached the tasks. Substantiate them with numerical data wherever possible. Link achievements to the job description and the organization's goals Share how you fulfilled the responsibilities of your position with your achievements, and how relevant those achievements are to the organization's goals. Set the goals for the next review period Aim higher and set the goals for the next review period. Provide a clear timeline and plan of action to achieve the goals. Resolve conflicts and grievances Write about the conflicts in your team and the things you want to change in the team/organization in a professional manner. Download a sample Employee appraisal form.

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