**VAMED Engineering GmbH**



Ghana Branch

**EMPLOYEES APPRAISAL**

Name of Appraisee:

To be completed and returned to appraiser on/before

**A. Review of responsibilities and outcomes for the previous period**

1. What were the main responsibilities?..............................................................................

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1. What responsibilities took up the largest proportion of working hours?...........................

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1. What went well, what could have gone better?................................................................

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1. What were the major difficulties that arose?....................................................................

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1. What could have gone better under what circumstances?..............................................

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1. Which qualifications need to be given special attention in future?...................................

**B. Assessment of goal achievement**

1. Were the agreed goals achieved? To what degree?.......................................................

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1. What can the shortfalls in goal achievement be attributed to?.................................

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1. What can be learned for the future from analysing the discrepancies in terms of goal achievement?

**C. Employees’ main capabilities, analysis of strengths and weaknesses**

1. How did you fulfil your responsibilities - what were you satisfied with or unsatisfied with?.............................................................................................................................

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1. What are your strengths in the present function?.........................................................

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1. What are your weaknesses?........................................................................................

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1. What provisions can be made to ensure that these weaknesses do not become a major issue?.................................................................................................................

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**D. Development and Career Preferences**

1. Where do you see potential in terms of your professional development?....................

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1. Do you expect professional development? If yes, what kind?......................................

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1. What responsibilities would you like to assume?.........................................................

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1. How satisfied are you with your current function? ……………………………………….

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**Dated:**