**Performance Appraisal Form**

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| Department: |  | Location: |  |
|  |  |  |  |
| Name: | Position: | |  |
|  |  |  |  |
| Year or period covered: | Time in present position: | | Length of service: |
|  |  |  |  |
| appraisal date & time: |  | | appraiser: |
|  |  |  |  |

**Part A** Appraisee to complete before the interview and return to the appraiser by (date) 24-Apr-2017

**A1** State your understanding of your main duties and responsibilities.

**A2 Discussion points:**

* 1. Has the past months been good/bad/satisfactory or otherwise for you, and why?

1. What do you consider to be your most important achievements of the past month?
2. What do you like and dislike about working for this organization?
3. What elements of your job do you find most difficult?
4. What elements of your job interest you the most, and least?
5. What do you consider to be your most important aims and tasks in the next year?
6. What action could be taken to improve your performance in your current position by you, and your boss?
7. What kind of work or job would you like to be doing in one/two/five years time?
8. What sort of training/experiences would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.

**A4** Score your own capability or knowledge in the following areas in terms of your current role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate bring evidence with you to the appraisal to support your assessment. The second section can be used if working towards new role requirements.

1. product/technical knowledge
2. time management
3. daily reporting
4. communication skills
5. delegation skills
6. creativity
7. problem-solving and decision-making
8. team-working and developing others
9. steadiness under pressure
10. leadership and integrity
11. adaptability, flexibility, and mobility
12. personal appearance and image
13. corporate responsibility and ethics