**Form for a performance appraisal**

Consider the employee’s performance in general over period of review, relating in particular to agreed targets/objectives/standards of performance, and to the existing job description.

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| Employee name: | Date of appraisal: | |
| Job title: | Department: | |
| Appraisal period: | Appraising manager: | |
| Which parts of the job has the employee performed most effectively? | | |
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| How has this been achieved? | | |
|  | | |
| What action will be taken to build on the above strengths? | | |
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| What parts of the job could have been done better? | | |
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| Why was this? | | |
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| What action will be taken to overcome the above difficulties, including support from manager? | | |
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| Overall grading of performance (tick as appropriate) | | |
| Constantly gives an outstanding performance in most areas of their job. | |  |
| Constantly gives more than an effective performance in most areas of their job. | |  |
| Gives an effective performance | |  |
| Sometimes gives an effective performance but some improvement required in many areas of their job (review in six months). | |  |
| Constantly underachieving and less than effective in most areas of their job (review in three and six months). | |  |
| Too early to assess (review in six months). | |  |
| Learning needs identified | | |
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| Employee comments | | |
|  | | |

Employee signature: Date

Manager signature: Date: