

Record of Appraisal

This form is to be used to record the issues discussed at an employee's performance appraisal meeting.

Employee's Name:	
Job Title:	
Service Area:	
Date of Engagement:	
Manager:	
Date of Meeting:	
<p>JOB DESCRIPTION <i>The employees current job description is to be reviewed as part of the appraisal. Any suggestions from either the appraiser or the employee for amendments to the job description, which they wish to be considered by the senior management/Staffing Committee, as appropriate, should be recorded below.</i></p>	
<p>CURRENT PERFORMANCE <i>This section should be used to record a summary of achievement against the objectives that have been previously agreed as well as any observations on overall performance.</i></p>	
Objective 1:	
Objective 2:	
Objective 3:	

<p>OVERALL PERFORMANCE</p>
<p>DEVELOPMENT SUMMARY <i>This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.</i></p>
<p>DEVELOPMENT AND TRAINING <i>This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop them further.</i></p>
<p>CAREER PLANNING <i>This section should record any areas of the Council in which the employee has expressed a specific interest.</i></p>
<p>OTHER AREAS OF DISCUSSION <i>This section should record any other points raised at the appraisal meeting.</i></p>
<p>OBJECTIVE FOR NEXT 12 MONTHS <i>This section should be used to record the objectives agreed for the next 12 months, if objectives cannot be agreed the Appraiser is to record the reasons in the Appraiser's Comments section below.</i></p>
<p>Objective 1:</p>

Objective 2:	
Objective 3:	
APPRAISER'S COMMENTS	
<i>This section is for the appraiser's narrative-based assessment of the employee's performance over the year including achievements of objectives. The appraiser is also to record any concerns or objections to the future objectives.</i>	
EMPLOYEE'S COMMENTS	
<i>This section provides the employee to provide any feedback, either in support of or challenging the information provided above that they may wish the reviewer to be aware of.</i>	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewer's name, position, and signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	