

performance appraisal form template

usage guide

org/division/dept:		location/based at:	
name: [REDACTED]	position:	ref:	
year or period covered: 1 year	time in present position:	length of service:	
appraisal date & time:	appraisal venue:	appraiser:	

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Part A Appraisee to complete before the interview and return to the appraiser by (date)

A1 State your understanding of your main duties and responsibilities.

As assistant I have to do all assignments and tasks, be useful for collective and willing to help with wherever it required

A2 Discussion points:

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

The past year I began an absolutely new level of my life with great opportunities for improving and increasing my skills for the future. I have a great support and feel the best care of me, for which I'm very grateful and want to do all my best for helping in everything you need

2. What do you consider to be your most important achievements of the past year?

After past year I started to understand and speak more in English. That year was a great rehab after my last job and eventually all these changes are the

most important of past year for me.

What do you like and dislike about working for this organization?

What do I like here, mostly it is not about work, but about relationships and feelings. Besides of great schedule, comfortable conditions, good payment, I feel myself reliably, safe and happy. I feel like a part of the family where is very comfortable and nice. What do I like more is your willing for all girls to be free and happy, help to find a best niche for everyone and help to figure it out what to do in the future.

3. What elements of your job do you find most difficult?

The most difficult for me is understand what else I can do for you and in which area should I study for this. It would be great if I will find something I will responsible for.

Still not enough english

4. What elements of your job interest you the most, and least?

It could be cooking or any kind of treatment, massage\stratching, some energy work.

5. What do you consider to be your most important aims and tasks in the next year?

I want to speak good English and be able to find a new useful contacts. I consider a study in the future, but I don't like the idea to be busy all the time and couldn't be able to help you or to travel

6. What action could be taken to improve your performance in your current position by you, and your boss?

Improve English.

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.

English

Driving lessons

Energy work

Cooking

Massage\stretching

A3 List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):

objective measure/standard score comment

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.commercial judgement	1
2.product/technical knowledge	1
3.time management	7
4.planning, budgeting and forecasting	6
5.reporting and administration	4
6.communication skills	3
7.delegation skills	1
8.IT/equipment/machinery skills	2
9.meeting deadlines/commitments	

Others (for current or new role): 18. corporate responsibility and ethics

A5 In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next year. Again, also think of development and experiences outside of job skills - related to personal aims, fulfilment, passions.

I would like to attend singing lessons

Painting

Part B To be completed during the appraisal by the appraiser - where appropriate and safe to do so, certain items can be completed by the appraiser before the appraisal, and then discussed and validated or amended in discussion with the appraisee during the appraisal.

B1 Describe the purpose of the appraisee's job. **Discuss and compare with self-appraisal entry in A1. Clarify job purpose and priorities where necessary.**

B2 Review the completed discussion points in A2, and note the points of and action.

B3 List the objectives that the appraisee set out to achieve in the past 12 months (or the period covered by this appraisal - typically these objectives will have been carried forward from the previous appraisal record) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). **Compare with the self-appraisal in A3. Discuss and note points of significance, particularly training and development needs and wishes, which should be noted in B6.**

objective measure/standard self-score/app'r score comment

B4 Score the appraisee's capability or knowledge in the following areas in terms of their current (and if applicable, next) role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate

provide evidence to support your assessment. The second section can be used for other criteria or if the appraisee is working towards new role requirements. **Compare scores with the self-appraisal in B4. Discuss and note agreed points training/development needs and wishes (to B6).**

1.commercial judgement		
2.product/technical knowledge		
3.time management		
4.planning, budgeting and forecasting		
5.reporting and administration		
6.communication skills		
7.delegation skills		
8.IT/equipment/machinery skills		
9.meeting deadlines/commitments		
10. creativity		
11. problem-solving and decision-making		
12. team-working and developing others		
13. energy, determination and work-rate		
14. steadiness under pressure		
15. leadership and integrity		
16. adaptability, flexibility, and mobility		
17. personal appearance and image		

others (for current or new role):18. corporate responsibility and ethics

B5 Discuss and agree the appraisee's career direction options and wishes,

and readiness for promotion, **and compare with and discuss the self-appraisal entry in A5.** (Some people do not wish for promotion, but everyone is capable of, and generally benefits from, personal development - development and growth should be available to all, not just people seeking promotion). **Note the agreed development aim(s):**

B6 Discuss and agree the skills, capabilities and experience required for competence in current role, and if appropriate, for readiness to progress to the next role or roles. **Refer to actions arising from B3 and the skill-set in B4, in order to accurately identify all development areas, whether for competence at current level or readiness to progress to next job level/type.) Note the agreed development areas:**

B7 Discuss and agree the specific objectives that will enable the **appraisee to reach competence and to meet required performance in current job**, if appropriate taking account of the coming year's plans, budgets, targets etc., and that will enable the appraisee **to move towards, or achieve readiness for, the next job level/type, or if no particular next role is identified or sought, to achieve the desired personal growth or experience.** These objectives must adhere to the SMARTER rules - specific, measurable, agreed, realistic, time-bound, ethical, recorded.

B8 Discuss and agree (as far as is possible, given budgetary, availability and authorisation considerations) the training and development support to be given to help the appraisee meet the agreed objectives above.

Refer to the guidance notes. Personal development and support must be offered to all employees, irrespective of age, gender, race, disability, etc., and not just to those seeking promotion. Development is not restricted to job skills - it includes 'whole person'. Use your imagination. Job skills training isn't restricted to courses. Think about coaching, mentoring (by and of the appraisee), secondment to another role, holiday job cover, shadowing, distance-learning, e-learning, books, videos, attending meetings and workshops, workbooks, manuals and guides, researching, giving presentations; anything relevant, helpful and agreed to help the person develop. Avoid committing to training expenditure before suitable approval or availability has been confirmed. Understand development options and procedures before conducting the appraisal. Develop the whole person.

B9 Other issues (to be covered separately outside of this appraisal - continue on a separate sheet if necessary):

Signed and dated by appraisee: and by appraiser:

Grade/recommendation/summary as applicable:

Distribution of copies/confidentiality/accessibility details:

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