

# Performance Appraisal

<b>Company Name</b>		
Name:	Position:	ref:

Year or period covered:	Time in present position:	Length of service:
Appraisal date & time:	Appraisal venue:	Appraiser:

Please complete this form before the interview and return to the appraiser by

**(date)**

1. What are your main duties and responsibilities?

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

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

4. What do you like and dislike about working for this company?

5. What parts of your job do you find most difficult?

6. What parts of your job interest you the most, and least?

Most .....

Least .....

**Discussion points:**

7. What do you feel are your most important tasks for next year?

8. What can we do to improve your performance in your current job?

9. What kind of work or job would you like to be doing in two years time?

10. 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 – so that you and your work can benefit from these.

**11** Discuss and agree the specific objectives that will enable the **appraisee to reach competence and to meet required performance in current job.**

**12** Taking account of the coming year's plans, budgets, targets etc., what will enable the appraisee **to move towards, or achieve readiness for, the next job level, or to achieve the desired personal growth or experience.** These objectives must adhere to the SMART rules - specific, measurable, agreed, realistic, time-bound.

Grade/recommendation/summary as applicable:

Signed and dated by appraisee:

and by appraiser: