**Performance Appraisal**

This form is designed to help employees review and improve their performance in meeting their organisation’s goals, and to identify and address development needs.

If saved as a Word file this form will expand as you type into it.

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| **Date of Appraisal:** |  |
| **Name:** |  |
| **Job Title:** |  |
| **Period under review:** |  |
| **A Review of your job** | |

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| You need to agree your main job responsibilities. Describe below the main job responsibilities of your job. You can also use this section to record if your work has changed since your last appraisal. This could include a major change to your work or work area or new priorities that have changed the objectives agreed at your last appraisal. |

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| **B Review of previous year** |

Use this section to consider the objectives you agreed with your appraiser at your last appraisal. How well did you achieve them? If anything has prevented you from achieving these, record them here. What else has gone well? To support your achievements you should also consider any pieces of work, reports, systems you have set up, or feedback you have received from those to whom you provide a service.

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| **What have you achieved?** | **Evidence to support this**  Quantitive and Qualitative |
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| **Things that might have gone better** |

The purpose of this section is to raise any areas of difficulty or frustrations you have experienced during the period under review. Your appraiser should also provide comment

on any points identified.

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| **Your comments** |
| **Your manager’s comments** |

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| **Learning and development** |

What learning and development activities have you undertaken during the period under review? How have you used new knowledge and/or skills in your job?

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| **What did you do?** | **What did you learn?** | **How have/will you use(d) this?** |
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**Your effectiveness**

The purpose of this section is to summarise your performance and your contribution to the achievement of your area’s service plan and the college’s values. What impact has your contribution made to your school’s objectives? To the school library? To individual pupils?

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| **Your comments**  *.* |
| **Your manager’s comments** |

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| **C Looking forward** |

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| **What will you be doing next academic year?** (the key objectives plan below can be used as an alternative to this section for more detailed planning) |

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| What can you do in your job to help your work area achieve its objectives in the whole school development plan? |

**Key objectives for the next 7 months** (alternative section)

Use this section to record the main objectives that have been agreed by you and your manager where more detailed planning is required. There should be between two and six objectives. Make sure they are SMART - **S**pecific, **M**easurable, **A**chievable, **R**ealistic and have **T**ime scales.

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| **Objective (include the link to the School Development Plan)** | **What resources or support will you need?** | **How will you know you have achieved this?** | **Target date for review/completion** | |
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**Learning and development for the next year**

For every employee there is a continuous need to develop, address weaknesses, build on existing strengths, gain new skills or to meet new responsibilities.

Both you and your manager should consider what is most relevant to your needs. These will form the basis of your planned training and development for the coming year. Your manager should ensure that these development needs will be actioned.

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| **What do you want/need to learn?** | **How will this happen?** | **What will your success criteria be?** | **Target date for review/completion** |
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| **D Your skills, abilities and future ambitions** |

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| Think about utilising your strengths and developing your weaknesses. It is important that your appraiser is aware of any skills and abilities you have that you are not using in your current job. It may be that together you can consider how these could be used to enhance your performance, to help you achieve your agreed objectives, or contribute in other ways. |

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| **E Summary** |

Please sign below to confirm that you have completed the review discussions and agree the comments and actions recorded in this document

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| **Employee’s comments and signature** |
| Signature: ………………………………………………Date:.…………… |
| **Appraiser’s comments and signature** |
|  |
| **Reviewing manager’s confirmation of comments and signature** |
| Name:……………………………Signature:…….………………………Date:.………………… |