

PERFORMANCE APPRAISAL FORM

Name:

Job Title:

Date Joined:

Length of time in current position:

Appraiser:

Review period:

Current Performance

List the key areas of the job, highlighting strengths and skills that have contributed to performance during the appraisal review period:

Current performance cont/...

What aspects of performance could be improved? Detail how this is to be achieved.

Development and Training

Consider future potential and development, in particular highlighting specific areas for training (recommended training might take the form of on-the-job training or attendance on a course)

Job Description

In the light of this appraisal, identify any changes to the key areas of the job description and make recommendations for any appropriate amendments.

Interview Notes

Appraiser's comments

Employee's comments

I hereby confirm that this is a fair and accurate representation of the appraisal discussion.

Signature:(Employee)

Signature: (Appraiser)

Date: