# Example Form for a performance appraisal/review

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| **Employee's name:** |  |
| **Job title:** |  |
| **Department:** |  |
| **Date started current role:** |  |
| **Review period:** |  |
| **Reviewing manager:** |  |
| **Date of meeting:** |  |
| **Objectives** | |
| The specific objectives, tasks, targets and measures set for the review period. | |
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| **Current performance** | |
| Performance against the above during the review period, noting factors that have affected performance. What has been done well, what not so well, why?  What are the most important achievements of the past year? | |
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| **Competencies – behaviours – ‘how’ things are done** | |
| Reminder of key behaviours required. Note of discussion of evidence. Link to level of achievement against targets and goals. What action could be taken to improve your performance by you, and your manager? | |
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| **Looking ahead – action in the next period** | |
| Summarise priorities and focus for the next review period. What support has been agreed? What sort of work would you like to be doing in one/two/five years’ time? | |
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| **Looking ahead – learning and development** | |
| Training needs and personal development actions. What sort of training/experiences would benefit you in the next year? | |
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| **Manager comments** | |
| This section should record any further comments by the reviewing manager. | |
| **Appraiser's signature:**  **Date:** | |
| **Employee comments** | |
| Any comments by the employee. | |
| **Employee’s signature:**  **Date:** | |