# Marsham Court Hotel - Performance Appraisal document

****

**PERFORMANCE APPRAISAL FORM –**

**Your Details**

|  |  |
| --- | --- |
| Name: | Length of service in current post: |
| Job title: | Appraiser: |

**Part A: Self Assessment**

This appraisal is all about you so please complete this part before your appraisal meeting. We want to hear what you think about the last year and what your thoughts are about what is to come in the year ahead.

|  |
| --- |
| 1. Please assess your performance over the past 12 months. Think about what have been your main achievements. What are you proud to have achieved during the last year? Have there been any significant changes in your responsibilities over the past year that may have affected certain achievements? |

|  |
| --- |
| 2 What factors, if any, has stopped you from achieving certain targets/projects? How could these be overcome? |

|  |
| --- |
| 3 In which areas do you think you could have performed better? What staff development have you completed? Which areas do you need to gain more knowledge in? |

Part B: Individual Objectives/Projects for 2013/2014

|  |  |
| --- | --- |
| **Key Objectives** | **Progress Made** |
|  |  |
|  |  |
|  |  |
|  |  |

**Part C: Individual Objectives for 2014/2015**

To be completed by the Appraiser. This section should be drafted at the meeting

|  |  |  |
| --- | --- | --- |
| **Key Objectives** | **Action Required** | **Timescale** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part D: Personal Development Plan**

To be completed by the Appraiser with you at the Appraisal

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Need** | **How will this be met?** | **Responsibility** | **Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appraiser’s overall assessment**

This section should be drafted at the meeting and completed within **ten working days** of appraisal

|  |  |  |
| --- | --- | --- |
| Appraiser signature |  | |
| Name of appraiser in capitals |  | Date: |

|  |
| --- |
| The appraiser should record their view of the performance of you over the past year. Significant achievements against objectives should be noted. |
| Any factors that have affected achievement of targets/projects and actions agreed to reduce the impact of such factors in future |

|  |
| --- |
| I have read the comments made by the appraiser. I have nothing further to add/I wish to add the following: (to be completed by you) |
| Appraisee Signature: |
| Name of appraisee: Date: |