# **Name of Company**

# **STAFF APPRAISAL FORM**

Staff Member’s Name:

Date of Appraisal:

## The purpose of the appraisal meeting is to enable you to have an open discussion with your manager about your job and your future. The discussion should aim at a clearer understanding of:

1. The main scope and purpose of your job
2. Agreement on your objectives, tasks and performance
3. Your training needs and future prospects

You can prepare for the meeting and discussion by completing this form if you wish. Your Line Manager will do the same.

## **Self-appraisal**

1. Check list

1. Do you have an up-to-date job description? [ ]  Yes [ ]  No
2. Do you have an up-to-date work plan? [ ]  Yes [ ]  No
3. Do you understand all the requirements of your job? [ ]  Yes [ ]  No
4. Do you have regular opportunities to discuss your work and work plan? [ ]  Yes [ ]  No
5. Have any changes agreed with your manager at the last appraisal been carried out? [ ]  Yes [ ]  No

2. Principal duties and responsibilities in relation to job description. Have these been achieved since last appraisal?

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3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control which prevented you from performing effectively?

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4. What parts of your job do you feel you:

a) Do best?

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b) Do less well?

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c) Have difficulty with?

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5. Do you feel you have any skills, aptitudes, or knowledge not fully utilised in your job?

 If so, what are they and how could they be used?

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6. Can you suggest training which would help to improve your performance or development?

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7. Additional remarks, notes, questions, or suggestions

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