

Performance Appraisal Form

usage guide

org/division/dept: <i>Marketing</i>		location/based at: <i>Marketing Office</i>	
name: <i>Tim Hall</i>		position: <i>Director</i>	ref:
year or period covered: <i>2009</i>		time in present position: <i>1 year</i>	length of service: <i>5 years</i>
appraisal date & time: <i>24/3/2010 / 14:00</i>		appraisal venue: <i>office</i>	appraiser: <i>J. Hall</i>

Part A Appraisee to complete before the interview and return to the appraiser by (date) *15/3/2010*.

A1 State your understanding of your main duties and responsibilities.

put forward what new ideas can be

A2 Discussion points:

1. Has the past year been good/bad/satisfactory or otherwise for you, and why?

not been a bad year for me

2. What do you consider to be your most important achievements of the past year?

new ideas

3. What do you like and dislike about working for this organisation?

working with the team

4. What elements of your job do you find most difficult?

- ① *time pressure*
- ② *new ideas*
- ③ *in the end*

5. What elements of your job interest you the most, and least?

the new ideas and the meeting

6. What do you consider to be your most important aims and tasks in the next year?

Improve on the next year

7. What action could be taken to improve your performance in your current position by you, and your boss?

② Take more time for you
③ continue to improve you

8. What kind of work or job would you like to be doing in one/two/five years time?

be a manager. for 1 year.

9. What sort of training/experiences would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.

A3 List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):

objective	measure/standard	score	comment
improve	work	90%	
efficiency	work	80%	
work	work	85%	
work	work	60%	
work	work	20%	

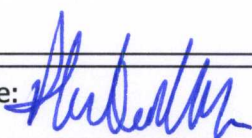
A4 Score your own capability or knowledge in the following areas in terms of your current role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate bring evidence with you to the appraisal to support your assessment. The second section can be used if working towards new role requirements.

1. commercial judgement	10	others (for current or new role):	
2. product/technical knowledge	7		
3. time management	8		
4. planning, budgeting and forecasting	9		
5. reporting and administration	6		
6. communication skills	3		
7. delegation skills	4		
8. IT/equipment/machinery skills	4		
9. meeting deadlines/commitments	3		
10. creativity	7		
11. problem-solving and decision-making	8		
12. team-working and developing others	10		
13. energy, determination and work-rate	7		
14. steadiness under pressure	7		
15. leadership and integrity	6		
16. adaptability, flexibility, and mobility	5		
17. personal appearance and image	3		
		18. corporate responsibility and ethics	10

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Grade/recommendation/summary as applicable:

Signed and dated by appraisee:



and by appraiser:

