

Performance Appraisal (Appraiser) (Part 2)

Appraisee's Name:

Name:

1. **Appraisee's Main Duties and Responsibilities** Job description an accurate reflection of the appraisee's role?

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2. **Discussion Points**

Question	Appraiser's Assessment	Discussion Assessment
1. Has the past year been good / bad / satisfactory or otherwise for Appraisee, and why?		
2. What do you consider to be the Appraisee's most important achievements of the past year?		
3. What do you consider to be the Appraisee's most important tasks in the next year?		
4. What action could be taken to improve the Appraisee's performance in the current position?		
5. What kind of work or job would you expect the Appraisee to be doing in one/two/five years' time?		

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Question	Appraiser's Assessment	Discussion Assessment
6. What sort of training / experience would benefit the Appraisee in the next year?		
7.		
8.		
9.		
10.		

3. Objectives and Performance

Objective	Measure/Standard	Final Score	Comment
1.			
2.			
3.			
4.			
5.			

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6.				
7.				
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4. Agreed objectives for next

Objective	Standard
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

5. Training and Development

S A M P L E

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6. Overall comments

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7. Any Other Issues (to be completed outside of this appraisal)

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Appraisee Name:

Signature:

Date:

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Appraiser Name:

Signature:

Date:

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8. Data Protection Policy

Personal data on this form will be part of the appraisal process is handled in accordance with the company's Data Protection Policy. Data collected as part of the appraisal process is used for managing the appraisal process.

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Please return the completed form to <<Insert Name>> by <<Insert Job Title>> by <<Insert date>>.