

# PERFORMANCE APPRAISAL FORM SAMPLE

This Performance Appraisal Form Sample is designed as a guide for use by members of the Employers' Chamber. It is part of a suite of resources to help businesses put in place effective practices and procedures for their organisations.

Please be aware that no generic document can cover all circumstances and that you may need to adapt this to the needs of your business.

If you need further assistance with putting this resource into effect, or with other employment or business issues, please call the Employers' Chamber Advisers on (03) 366 5096

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**Part A**

Employee to complete Part A & B only before the interview and return to the appraiser

by \_\_\_\_\_ (date)

<b>Org/Division/Dept:</b>	
<b>Year /period covered:</b>	
<b>Name:</b>	
<b>Location:</b>	
<b>Position:</b>	
<b>Time in Current role:</b>	
<b>Length of Service:</b>	

**A1** State your understanding of your main duties and responsibilities:

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<b>Appraisal date &amp; time:</b>	
<b>Appraisal venue:</b>	
<b>Appraiser:</b>	



**A2** Discussion points:

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

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

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

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

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

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

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

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8. What sort of training/experience would benefit you in the next year?

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**Part B**

**B1 Professional Responsibilities - Mandatory for all appraisals**

Please rate yourself on how you feel you meet the expectations and where appropriate use examples and include any issues that need support.

Poor	Below average	Average	Good	Very good
Employee Comment:				
Manager comment:				
<b>Parties in Agreement Yes/No</b>				
Poor	Below average	Average	Good	Very good
Employee Comment:				
Manager comment:				
<b>Parties in Agreement Yes/No</b>				
Poor	Below average	Average	Good	Very good
Employee Comment:				
Manager comment:				
<b>Parties in Agreement Yes/No</b>				



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**Part C**

**C1** Performance (to be completed with your manager during the appraisal)

<p><b>Factors Affecting Performance</b> which are outside employees control - Complete only if relevant. Are there any external/internal factors we need to be aware of?</p> <p>Explanation:</p> <p>Employee comment:</p> <p>Manager comment:</p>
<p><b>Training Needs</b> What sort of training/experience would benefit you in the next year?</p> <p>Employee Comment:</p> <p>Manager Comment:</p> <p style="text-align: right;"><b>Parties in Agreement Yes/No</b></p>

**C2** Additional Comments

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**Part D**

**D1 Sign Off**

I agree with all the information contained in this appraisal <b>YES/NO</b>	
<b>Employee signature:</b>	<b>Date:</b>
I do not agree because:	
<b>Employee signature:</b>	<b>Date:</b>
<b>Director / Manager signature:</b>	<b>Date:</b>

