# Appraisal Form

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| Name:  ***Sharing Faith through Words and Action*** |  | Job Title: |  |
| Line Manager: |  | Date of Appraisal |  |
| Employment start date: |  |  | |

Please return this form to your Line Manager at least 3 days before the appraisal meeting, keeping a copy for yourself.

Please refer to your most recent job description when thinking about your role.

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| 1) What, in general terms, has gone well over the last year? (projects, areas of work) |

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| 2) What do you feel are your major achievements? (In specific terms about particular outcomes). Identify up to three areas. |

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| 3) What has been particularly difficult? (General or specific) |

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| 4) How are your working relationships? |

In what ways do your working relationships enhance and/or hinder your ability to do your job well?

In what ways might your working practices enhance and/or hinder the ability of your colleagues to do their job well? [You might like to ask them about this]

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| 5) What parts of your job do you: |

a. do best?

b. do less well?

c. have difficulty with?

d. fail to enjoy?

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| 6) Do you believe you are overstretched/overloaded or do you have the capacity for additional work? |

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| 7) Training |

Can you suggest training that might help to improve your performance or development?

a. job related

b. personal development

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| 8) Future Development |

Are there areas of work included on your job description with which you have concerns?

Have you any skills or aptitudes which are not being utilised in your job? If so what are they and how could they be used?

How do you envisage the job progressing? What are your goals for the coming year?

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| 9) Additional notes, remarks, questions, comments from employee |

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| 10) Additional notes, remarks, questions, comments from Line Manager |

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| Employee  Signature: |  | Date: |  |
| Line Manager  Signature: |  | Date: |  |
| A copy will be placed in the employees file. | | | |