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| **PERFORMANCE APPRAISAL FORM** | |
| **Time Period:**  **Name of Individual:** | |
| **OBJECTIVE 1** | |
| **A. What is the overall objective?**  This section should be one or two sentences providing an overview of the objective. | |
|  | |
| **B. Key measurable indicators:**  This section should set out the specific what measurements will be used to tell you whether the objective has been achieved. | |
|  | |
| **C. Details of the objective:**  This section should set out the specific steps that need to be taken to meet the objective, while giving as much autonomy as possible over how the objective is achieved, including a timeline for when each step is expected to be completed. | |
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| **D. Employee comments on progress:**  It is important to add notes here on any points that are raised during regular catchups with your Line Manager and especially during your formal review meetings, which should take place with your Line Manager every three months to assess your progress against your objectives. If objectives are changed or dropped, the reasoning can be explained here. | |
|  | |
| **E. Line Manager comments on progress:**  It is important for the Line Manager to add notes here on any points that are raised during regular catchups and especially during formal review meetings, which should take place every [three] months to assess progress against objectives. If objectives are changed or dropped, the reasoning can be explained here. | |
|  | |
| **F. Employee comments on final review:**  This section should set out an assessment of how you think you have performed in meeting your objectives. You can highlight what you think you did well, including where you went above and beyond, and what you think you could have done better. | |
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| **G. Line Manager comments on final review:**  This section should set out an assessment of how your Line Manager thinks you have performed in meeting your objectives. Your Line Manager can highlight what you did well, including where they think you went above and beyond, and what they think you could have done better. | |
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| **H. Has objective 1 been met?** | Met beyond expectations  Has been met  Has been partially met  Has not been met |
| **OBJECTIVE 2** | |
| A. What is the overall objective? | |
|  | |
| B. Key measurable indicators: | |
|  | |
| C. Details of the objective: | |
|  | |
| D. Employee comments on progress: | |
|  | |
| E. Line Manager comments on progress: | |
|  | |
| F. Employee comments on final review: | |
|  | |
| G. Line Manager comments on final review: | |
|  | |
| **H. Has objective 2 been met?** | Met beyond expectations  Has been met  Has been partially met  Has not been met |
| **OBJECTIVE 3** | |
| A. What is the overall objective? | |
|  | |
| B. Key measurable indicators: | |
|  | |
| C. Details of the objective: | |
|  | |
| D. Employee comments on progress: | |
|  | |
| E. Line Manager comments on progress: | |
|  | |
| F. Employee comments on final review: | |
|  | |
| G. Line Manager comments on final review: | |
|  | |
| **H. Has objective 3 been met?** | Met beyond expectations  Has been met  Has been partially met  Has not been met |
| **OBJECTIVE 4** | |
| A. What is the overall objective? | |
|  | |
| B. Key measurable indicators: | |
|  | |
| C. Details of the objective: | |
|  | |
| D. Employee comments on progress: | |
|  | |
| E. Line Manager comments on progress: | |
|  | |
| F. Employee comments on final review: | |
|  | |
| G. Line Manager comments on final review: | |
|  | |
| **H. Has objective 4 been met?** | Met beyond expectations  Has been met  Has been partially met  Has not been met |
| **OBJECTIVE 5** | |
| A. What is the overall objective? | |
|  | |
| B. Key measurable indicators: | |
|  | |
| C. Details of the objective: | |
|  | |
| D. Employee comments on progress: | |
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| E. Line Manager comments on progress: | |
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| F. Employee comments on final review: | |
|  | |
| G. Line Manager comments on final review: | |
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| **H. Has objective 5 been met?** | Met beyond expectations  Has been met  Has been partially met  Has not been met |
| **Personal learning and development needs**  This section should focus on your personal development needs to meet the above objectives, together with additional training required for the role. This could be mentoring, coaching, in-role training, a formal course, buddying, shadowing or secondment to another department. Any personal development needs that are raised during regular catchups with your Line Manager and especially during your formal review meetings can be added here. | |
|  | |
| **Career developments**  This section should focus on your career aspirations and goals, including what steps you have taken towards achieving these so far and what you would like to achieve in the future. | |
|  | |
| **Employee's signature:** |  |
| **Line Manager's signature:** |  |