

Staff Performance Appraisal

Name:	Appraisal Interview Date:
Job Position:	Job Status / Reference:
A: PRE-APPRAISAL QUESTIONNAIRE <i>(to be completed by employee)</i>	
ACHIEVEMENTS: What do you consider to have been your main achievements in your job since your last appraisal?	
PROBLEMS: What problems or difficulties have you experienced in your work since your last appraisal, and how have these affected your achievements or objectives?	
ACTION: What action do you feel needs to be taken for these problems to be corrected and / or prevented from recurring?	
OBJECTIVES: What are your job / career objectives for the next 12 months?	
TRAINING: What additional training do you feel you would need to enable you to achieve these objectives?	
General comments:	
Employee: _____ <div style="text-align: center;">Signature</div>	_____ <div style="text-align: center;">Date</div>
Supervisor: _____ <div style="text-align: center;">Signature</div>	_____ <div style="text-align: center;">Date</div>

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B: APPRAISAL RECORD (to be completed by Supervisor)

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SCORE RATING: 1 = Good performance 2 = Meets basic job requirements 3 = Needs improvement 4 = CAUSE FOR CONCERN

1: PERSONAL QUALITIES

Time-keeping - shift hours				
Punctuality - during work				
Sickness absence				
Other authorised absence				
Unauthorised absence				
Appearance / smartness				
Manner / politeness				
Compassion / attitude to service users				
Honesty / integrity				

2: PROFESSIONAL QUALITIES

Technical knowledge				
Quantity of work				
Quality of work				
Flexibility towards duties				
Ability to work on own initiative				
Ability to work as a team				
Ability to deal with problems				
Willingness to learn				
Planning & organisational activity				
Leadership qualities (control & supervision of staff)				
Achievement of targets				
Acceptance of responsibility				
Attitude towards fellow staff				
Knowledge of job-related Policies				
Disciplinary record				

