Name: ............................

Position: ............................

Date of appraisal: ............................

Your next appraisal meeting will take place on: ............................ at ............................

Purpose of the appraisal meeting

To enable you to discuss, with your manager, your job performance and your future. The discussion should aim at a clearer understanding of:

1. The main scope and purpose of your job
2. Agreements on your objectives and tasks
3. Standards or targets for measuring your performance
4. Your training and future prospects

In preparation for your meeting complete this form. Bring it with you, along with:

* Your current job description
* Your action plan

Self appraisal

Name: ............................

1. Tick appropriate answers, and comment below
2. Is this an end of probation self appraisal?  Yes  No
3. Do you have an up to date job description?  Yes  No
4. Do you have an up to date action plan?  Yes  No
5. Do you understand all the requirements of your job?  Yes  No
6. Do you have regular opportunities to discuss your work,

and action plans?  Yes  No

1. Have you carried out the improvements agreed with your manager

which were made at the last appropriate meeting?  Yes  No

2. What have you accomplished, over and above the minimum requirements of your job description, in the period under review (consider the early part of the period as well as more recent events)? Have you made any innovations?

............................

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control which prevented you from performing effectively?

............................

4. What parts of your job, do you:

1. do best?

............................

1. do less well?

............................

1. have difficulty with?

............................

1. fail to enjoy?

............................

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

............................

6. Can you suggest training which would help to improve your performance or development?

............................

7. Additional remarks, notes, questions, or suggestions

............................