

END OF YEAR PERFORMANCE APPRAISAL

This form can be completed in full either by hand or electronically and must be sent to your line manager at least 5 working days prior to your performance review.

Name: _____

Line Manager/Supervisor: _____

Review Date: _____

This document will form the discussion of your end of year performance appraisal. The structure is as follows:

1. Review of the past year

Performance Characteristics

Action plan for the year/half year

Key Achievements

Training (training & training evaluation logs to be taken to review)

2. Planning for the year ahead

Objective Setting

Action Planning (this will be set in collaboration with your manager so you have an action plan in place in order for you to achieve your objectives.)

3. Review of role

Job Description (to be taken to review)

4. AOB

1. Review of the year

Performance Characteristics

Please rate yourself based on the characteristics given below to reflect how you feel you have performed this year. Please use a scale of 1-5 (1 being low and 5 being high).

Please explain the reason for your chosen rating and include an example of the performance characteristic and how you have successfully used it in a particular situation this year.

	Performance Characteristic	LOW	—————→			HIGH
1.	COMMUNICATION ABILITY					
	Comments:					
2.	RESPONSIVENESS					
	Comments:					

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3.	ACCURACY OF WORK					
	Comments:					
5.	ADAPTABILITY					
	Comments:					
6.	WILLINGNESS TO LEARN & ONGOING DEVELOPMENT					
	Comments:					

1. Review of the year

Action Plan for year/half year

Please bring plans from your previous reviews and comment on your progress against each action.

Comments:

1. Review of the year

Key Achievements

Describe those achievements that you are most proud of during this review period. The STAR model may be useful:

- Situation – explain the situation and context and how the achievement was set.
- Task – what was the task ahead of you in order to achieve, did it involve colleagues or planning, were there any specific challenges.
- Action – what action did you take.
- Result – what was the outcome, did you encounter any additional learnings.

Comments:

1. Review of the year

d. Training

Please use your training and training evaluation logs to complete this section and bring them with you to your appraisal

	Yes	No
Is your training log up to date with all training carried out this year? If no, please provide reason and when it will be updated by.		
Comments:		
Is your training evaluation log up to date with all training carried out this year? If no, please provide reason and when it will be updated by.		
Comments:		
Is there any training you feel you require to improve and develop yourself and your role? If yes, please provide comments below.		
Comments:		

2. Next Year Planning

Objective Setting

Objectives:

Action Planning

Actions to support achievement of objectives:

3. Review of Role

Note any comments with examples of changes you feel may be relevant to your Job Description

4. AOB

Use this space to document any additional notes from the review.