

Performance appraisal procedure

1. Introduction

This document describes the (insert company name) Performance Appraisal system and forms used.

2. Applicability

This document is applicable to all staff.

3. Why an appraisal system?

The appraisal system is implemented to give everyone in (insert company name) the opportunity to discuss their job, performance, objectives, goals and future aspirations with their manager and to ensure that everyone has a common understanding and vision.

4. The appraisal system

The appraisal system comprises three sections:

1. Pre-appraisal to be completed by the person being reviewed
2. 360° feedback form on appraiser
3. The appraisal meeting which will be conducted at an agreed time

5. Timescales

Appraisals will be conducted annually in (insert preferred month) with a six-monthly review if required.

Pre-appraisal form

Please complete the following questions and return by (insert date).

Name: (insert name of staff member being appraised)

1. What do you consider to be your main duties and responsibilities that you have focused on in the last year?

2. What were your objectives or goals last year and do you consider you achieved them?

3. Has the last year been good, bad, satisfactory or otherwise for you? Explain why.

4. What would you like to improve or have done better in the last year?

5. Are there any factors that you believe are affecting your professional development?

6. What do you think are your most important priorities for the coming year?

7. Is there any help or training that you need or want?

If there are any other comments you would like to make or issues you wish to raise at the appraisal, please add a brief note here:

Signed: _____

Date: _____

360° feedback form

As (insert name of staff member being appraised) has their annual performance review shortly, please complete the attached feedback form. Be honest with your responses, because issues cannot be addressed successfully if we are not aware of them. The information given is highly confidential and will not be divulged to any other staff member.

1. What should (insert name of staff member being appraised) continue doing?

2. What should (insert name of staff member being appraised) improve on?

3. What should (insert name of staff member being appraised) start doing?

4. What should (insert name of staff member being appraised) stop doing?

Appraisal form

Appraisal of: _____ by: _____

Date : _____

1. Achievement against objectives or goals:

2. General performance in the past year:

Areas of excellence:

Improvement areas:

3. Looking forward:

Priorities:

New objectives or goals:

4. Training and personal development plan:

5. Additional comments:

6. Actions from appraisal:

Action	Responsibility	Complete by
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Appraisee signed: _____

Date: _____

Appraiser signed: _____

Date: _____