



## **PERFORMANCE APPRAISAL PREPARATION FORM FOR THE APPRAISEE**

### **NAME:**

Please complete this form and copy it to your line manager in advance (at least a week) of the review meeting.

The purpose of the form is to ensure that both you and your line manager know the issues/points the other would like to discuss so that:

- both have the opportunity to talk about the issues important to each of you
- both can then prepare in advance for the discussion
- there is an effective use of the time

Please note that form does not need to be retained after the appraisal.

### **Objectives**

Please note here the issues that you would like to discuss in relation to progress against your objectives set last year and possible objectives for next year.

### **Review of approach to work**

Please note the main issues that you would like to discuss further in relation to the your approach to the work i.e. use of initiatives/ideas, teamworking, flexibility, communication, openness to criticism/change, commitment to equal opportunity etc.

### **Learning and Development**

Please note the main issues that you would like to discuss in relation to the progress against your previous development objectives, and possible future learning and development needs.

**Review of Job Description**

Please note for discussion, any issues related to changes or developments to the job description.

**Working Relationships**

Please note any comments or issues regarding your working relationships with your colleagues and your line manager.

**Other issues**

Please note any other issues you would like to raise which have not already been identified