



Performance Appraisal Form

Title	Performance Appraisal Form
Document type	Forms/Templates
Applies to	All offices
Exceptions	No exception
Available in (languages)	English
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Date of issue	October 2020

PERFORMANCE APPRAISAL FORM -MANEPO

Name:		Job Title:	
Appraiser:		Relationship:	
Date of appraisal:		Date last appraisal:	
Observer (if any):	N/A		

1. PERFORMANCE AGAINST OBJECTIVES	
Objective (SMART GOAL)	Was the objective met?

2. NEW OBJECTIVES	
Objective (SMART GOAL)	When will it be achieved?

3. LEARNING AND DEVELOPMENT ACTIVITES		
What was your Learning & Development need?	Was it met?	How did it impact on your work?

4. FUTURE LEARNING AND DEVELOPMENT PLAN			
What is the development/ learning or support need?	How will it be met?	When will it be met?	How will it impact on your work?

5. SUMMARY OF OVERALL PERFORMANCE
Appraisee’s overview and comments: How would you describe your performance overall, including management relationship and support provided? What are your career aspirations?
Overall performance:
Management relationship and support provided:
Career aspirations:
-
Line manager’s overview and comments: How would you describe the individual’s performance overall and working relationships?

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6. JOB DESCRIPTION

Does the job description need to be revised:
YES X NO

7. CONTINUOUS MANAGEMENT AND DEVELOPMENT

When will your 1:1 meeting happen?
How and when should we monitor your development?
Date of next appraisal meeting?

8. SIGNED

To indicate this is an accurate summary of the discussion and agreed objectives and development plan.

Appraisee:

Date:

Appraiser:

Date:

Observer (if any):

Date: