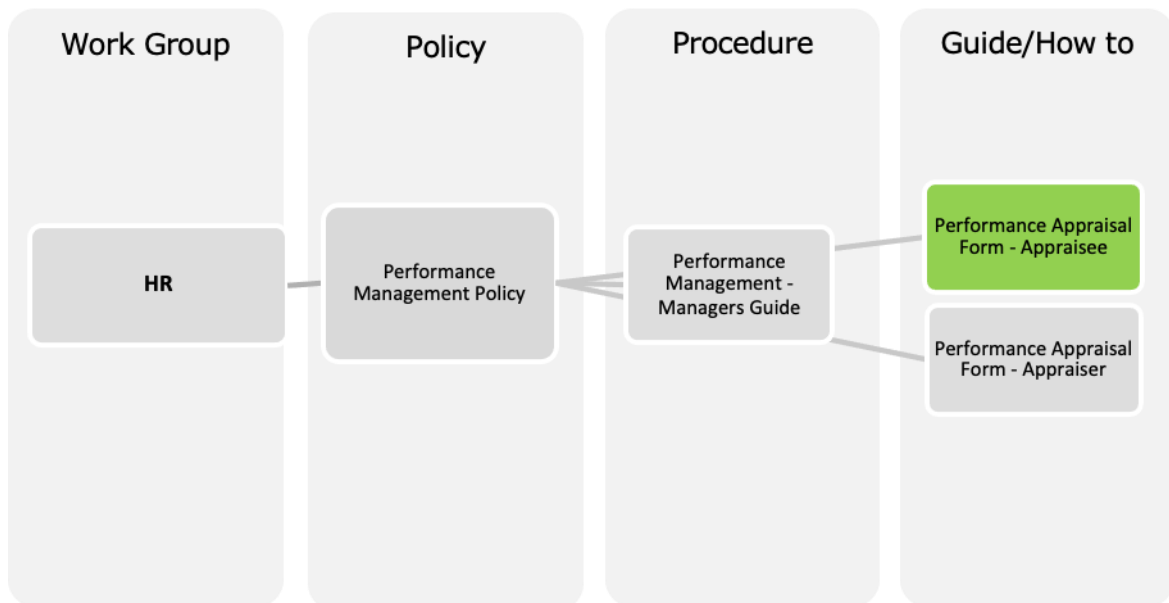




Performance Appraisal Form Appraisee

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



**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. Your line manager will do the same.

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.

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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.

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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.

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Review of Job Description

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

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Working Relationships

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

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Other issues

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