**Template: Appraisal Form**

This is a sample template an employer can adapt to meet their company requirements.

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**Employee Performance Appraisal Form**

**This form should be completed by the employee’s line manager.**

The ratings must relate to the employee’s performance in fulfilling their job description.

**Section A – (completed prior to meeting)**

**Explanation of Ratings**

|  |  |  |
| --- | --- | --- |
| **4** | **Exceeds Expectations** | The employee exceeds performance standards expected. |
| **3** | **Meets Expectations** | The employee consistently meets the performance standard expected. |
| **2** | **Improvement needed** | The employee displays inconsistencies in meeting the performance standard expected. |
| **1** | **Significant improvement needed** | The employee’s level of performance is consistently low and regularly fails to meet the required standard. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name:** |  | **Job Title:** |  |
| **Start Date:** |  | **Line Manager** |  |
| **Review period:** | From: | To: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Rating** | | | | **Comments to support rating** |
| **4** | **3** | **2** | **1** |
| **1. Knowledge of job role** |  |  |  |  |  |
| **2. Quality of work** |  |  |  |  |  |
| **3. Productivity** |  |  |  |  |  |
| **4. Communication skills** |  |  |  |  |  |
| **5. Dependability** |  |  |  |  |  |
| **6. Teamworking** |  |  |  |  |  |
| **7. Time keeping** |  |  |  |  |  |
| **8. Attendance** |  |  |  |  |  |
| **[insert other applicable areas]** |  |  |  |  |  |

**Performance Summary**

|  |  |
| --- | --- |
| **Employee’s Achievements** |  |
| **Strengths** |  |
| **Areas for improvement** |  |
| **What further action is required (if applicable)** |  |
| **What training and/or support would further benefit the employee?** |  |

**Section B – (completed during appraisal conversation meeting)**

**Goal Setting and Development Plan for Year Ahead**

|  |  |  |
| --- | --- | --- |
| **Future goal(s)** | **What support/training/resources are required** | **Time scale for achievement** |
| *e.g. Improve skills in checking in guests on computer system.* | *Review Standard Operating Procedures for welcoming guests. Shadow John Doe.* | *Two weeks* |
| *e.g. Ready for supervisory role* | *Attend training course in supervisory skills* | *Ten months* |
|  |  |  |

|  |  |
| --- | --- |
| **Employee Comments** | |
|  | |
| **Line Manager Comments** | |
|  | |
| **Employee** **Signature** | **Date**: |
| **Line Manager Signature** | **Date**: |

**Employee Self-Scoring Performance Appraisal Form**

You should complete this form and add ratings to reflect your performance in fulfilling all aspects of your job description. You should provide examples in the comments box to support your rating. Your manager will also complete this form based upon their observations.

**Section A – (completed prior to meeting)**

**Explanation of Ratings**

|  |  |  |
| --- | --- | --- |
| **4** | **Exceeds Expectations** | You exceed the performance standards expected. |
| **3** | **Meets Expectations** | You consistently meet the performance standard expected. |
| **2** | **Improvement needed** | You display inconsistencies in meeting the performance standard expected. |
| **1** | **Significant improvement needed** | Your performance is consistently low and regularly fails to meet the required standard. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name:** |  | **Job Title:** |  |
| **Start Date:** |  | **Line Manager** |  |
| **Review period:** | From: | To: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Rating** | | | | **Comments to support rating** |
| **4** | **3** | **2** | **1** |
| **1. Knowledge of job role** |  |  |  |  |  |
| **2. Quality of work** |  |  |  |  |  |
| **3. Productivity** |  |  |  |  |  |
| **4. Communication skills** |  |  |  |  |  |
| **5. Dependability** |  |  |  |  |  |
| **6. Teamworking** |  |  |  |  |  |
| **7. Time keeping** |  |  |  |  |  |
| **8. Attendance** |  |  |  |  |  |
| **[insert other applicable areas]** |  |  |  |  |  |

**Performance Summary**

|  |  |
| --- | --- |
| **Achievements** |  |
| **Strengths** |  |
| **Areas for improvement** |  |
| **What further action is required (if applicable)** |  |
| **What training and/or support would further benefit you?** |  |

**Section B – (completed during appraisal conversation meeting)**

**Goal Setting and Development Plan for Year Ahead**

|  |  |  |
| --- | --- | --- |
| **Future goal(s)** | **What support/training/resources are required** | **Time scale for achievement** |
| *e.g. Improve my skills in checking in guests on computer system.* | *Review Standard Operating Procedures for welcoming guests. Shadow John Doe.* | *Two weeks* |
| *e.g. Ready for supervisory role* | *Attend training course in supervisory skills* | *Ten months* |
|  |  |  |

|  |  |
| --- | --- |
| **Employee Comments** | |
|  | |
| **Line Manager Comments** | |
|  | |
| **Employee** **Signature** | **Date**: |
| **Line Manager Signature** | **Date**: |