# [Company]

# PERFORMANCE APPRAISAL & PERSONAL DEVELOPMENT PLAN

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| --- | --- |
| Name: | Job Title: |
| Appraiser | Job Title: |
| Reviewer | Job Title: |

## Review of Last Year’s Objectives

### Outline:

* those of last years objectives which were achieved successfully
* those which were partly achieved or did not meet timescales and why
* those which were not achieved and why

## Review of Last Year’s Personal Performance

### Focus on recording examples of:

* situations where the individual performed well / not so well – what lessons can be learned?
* where they have come across obstacles in the job situation or in their own skills that have prevented them from working effectively – if so what were they and how can they be overcome?
* where their effort was appropriately / inappropriately focused

### Overall Performance Rating

Superior ⬜ Fully Acceptable ⬜ Incomplete ⬜ Unsatisfactory ⬜

Reason for rating:

## Personal Development Plan

What key skills and competencies are required to allow the individual to meet their job objectives this year and what is their current level of ability / confidence with each of these.

Based on the above, what specific training or development activities would enhance their ability to meet their objectives? (Consider not just training courses, but also activities such as mentoring, shadowing etc.)

APPRAISEES COMMENTS

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REVIEWERS COMMENTS

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPRAISERS COMMENTS

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_