APPRAISAL FORM

PERSONAL DETAILS:

Surname:	**Forenames:**
Date of Birth:	**Position:**
Line Manager:	**Start Date:**

Appraising Manager:	
Training / Qualifications gained in period under review:	

Total instances of sickness in the period under review:	
Total instances of lateness in the period under review:	

PERFORMANCE REPORT:

Place an N/A in any category that is not applicable to a particular role.

For clarity, 'Satisfactory' details a level of performance that is acceptable to the company

Any area that 'Needs Attention' **MUST** be addressed in the section marked 'Comments & Recommendations', including a clear and measurable action plan detailing steps for improvement.

Any progress towards objectives set during a previous appraisal should also be discussed in the 'Comments & recommendations' section.

PERFORMANCE CATEGORY	Exceeds Requirements	Satisfactory	Needs Attention
Attendance			
Punctuality & time keeping			
Reliability			
Enthusiasm & energy			
Willingness to accept instruction			
Politeness & civility			
Undertaking of job responsibilities			
Health & safety awareness			
General standard of work			

COMMENTS & RECOMMENDATIONS:

ACTION PLAN (Including timescales)

ACTION REQUIRED	TIMESCALE

EMPLOYEE FEEDBACK :

APPRAISING MANAGER'S SUMMARY :

SIGNED …….. APPRAISING MANAGER DATE ……..

SIGNED …….. EMPLOYEE DATE ……..