# APPRAISAL FORM

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| Employee’s name: | Job role: |
| Line manager undertaking the review: | Date of review: |

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| Achievements since last annual review – eg tasks completed, improvements made, progress in meeting each element in job description | |
| **Achievements** | **Comments on achievements and any challenges** |
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| Discussion on any other matters concerning the employee’s role. |
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| Discussion on the **way** the employee carries out their tasks (this might include: timekeeping, reliability, taking initiative, prioritising, effective communication with others, positive approach to the job, leading others). |
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| Agreement on any support to be put in place to enable the employee to achieve their best work |
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| Agreed changes in the way the manager and employee will work together |
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| Notes on learning or training as relevant – undertaken in previous year and to undertake in the following year |
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## Future plans

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| Manager’s overview of future plans in the organisation, department or team, which may impact on the employee’s job |
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| Are changes to be made to employee’s job description?  (consider in the light of any changes in the organisation itself) |
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| Key tasks/matters to achieve in the forthcoming year | |
| TASK/SMART OBJECTIVE | TO BE ACHIEVED BY (date) |
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| Discussion on employee’s career development plans – if the employee wishes |
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| Discussion on health and safety – any concerns, suggestions for improvement. |
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| Manager’s overall comments | Signature and date |
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| Employee’s overall comments | Signature and date |
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