

[Organisation Name] Performance Appraisal Form

Appraisal Period. From: _____ To: _____

Employee Name: _____ Title: _____

Previous Appraisal: Review goals and objectives from the previous appraisal.

Client Service:

Understands and responds to client needs. Reacts to the issues with a problem solving attitude. Delivers services to clients in a way that reflects positively on the organisation.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Job Knowledge:

Demonstrates and maintains current job knowledge and skills necessary to perform job effectively.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Judgement:

Identifies problems and is open to new and different solutions. Follows up on problems and helps to bring about solutions.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Reliability:

Meets deadlines in the absence of close supervision. Demonstrates flexibility and willingness to take on difficult responsibilities.

Unacceptable Needs Improvement Meet Expectations Exceeds Expectations

Comments:

Quality & Quantity of Work:

Meets expectations for quality of work. Successfully completes an adequate volume of work on a timely basis.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Interpersonal and Communication Skills:

Effectively receives and conveys ideas orally and in writing. Productively participates in meetings.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Teamwork:

Establishes and maintains effective working relationships with others. Makes suggestions on how to improve the efficiency and effectiveness of the team.

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Comments:

Job Description: Review and Discuss current Job Description.

Comments:

Resources: Check current resource levels and Training Requirements.

Overall Rating:

Unacceptable Needs Improvement Meets Expectations Exceeds Expectations

Future Goals and Developmental Objectives: List specific goals for the next appraisal period.

