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| **<<Employer Name>>Performance Appraisal Form** |

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| --- | --- |
| Employee’s name:       | Employer’s Name:       |
| Job title:       | Date of meeting:       |
| Date of joining:       | Appraisal review period:        |

**Performance Evaluation**

**Please rate performance in each of the key skill areas on the following scale:**

**E = Excellent G = Good S = Satisfactory I = Improvement Needed U = Unsatisfactory**

|  |  |  |
| --- | --- | --- |
| Key Skills | Rating | Comments |
| Job knowledge |       |       |
| Communication skills |       |       |
| Problem-solving skills |       |       |
| Initiative |       |       |
| Customer service skills  |       |       |
| Attendance and time keeping  |       |       |
| Add industry specific skills, for example H & S; working at heights |  |  |

|  |  |  |
| --- | --- | --- |
| Overall performance | Rating | Comments |
|       |       |       |

**Review**

**What was particularly successful over the review period?**

**What were the areas for improvement?**

**Discuss any training and development required?**

**Objectives**

**Set specific objectives for the next appraisal review period and agree these during the appraisal meeting. The objectives should be SMART (Specific, Measurable, Agreed, Realistic, Time-bound). Identify any support needed to achieve the objectives.**

**1.**

**2.**

**3.**

**4.**

**5.**

**Employee’s general comments:**

**Employer’s general comments:**

**Signed by Employee:**

**PRINT NAME:**       **DATE:**

**Signed by Employer:**

**PRINT NAME:**       **DATE:**