

**Performance Appraisal**

Appraisal period:

…………………………………………

Appraisal Date:

…………………………………………

**Employee’s Name: Job Title:**

**………………………………………….. ……………………………………....................**

Responses here relate to the job holder’s results in his/her work in general over the defined appraisal period, relating, in particular, to agreed targets/objectives/standard of performance and to the existing job description.

**Which parts of the job have been performed most effectively?**

What action will be taken to build upon these strengths?

**How has this been achieved?**

Which parts of the job have you performed less well?

What parts of the job could have been done better?

Why was this?

What action will be taken to overcome the above difficulties?

Does the Job Description meet the present job scope and Charity requirements? Yes/No\* (\*delete accordingly)

**Signatures: Date: ………….……**

**Employee: ……………………………… Appraiser**: …………………………………………………….

Employee’s comments:

Training recommendations and other actions to assist performance:

Unusual/Special Factors to note:

Overall Grading for Performance:

Based upon the performance as set against the main tasks of the job description and the achievements made against targets then indicate the overall performance of the employee. The assessment should reflect the performance actually achieved in the circumstances that prevailed – any unusual / special factors governing the performance should be noted below this assessment.

 A Constantly gives an outstanding performance in most areas of their job

 B Constantly gives more than an effective performance in most areas of their job

 C Gives an effective performance

 D Sometimes an effective performance but some improvement required \*

 E Constantly underachieving and less effective \*\*

 X Too early to assess

 \* Review recommended in 6 months

 \*\*Review recommended in 3 and 6 months