

SAMPLE:

Performance Appraisal

Name:	Position:
Start date:	Time in position:
Review by:	Position:
Appraisal date:	Overall rating:

1. Purpose

The Performance Appraisal form is part of the performance review process used to assess and analyse an individual's work performance in line with the employer's objectives, expectations, and any previously set Key Performance Indicators.

It assists in:

- improving work performance;
- career planning; and
- personal development.

2. Self Assessment

- List what you consider were your major achievements for the year.

- List what you consider to be the areas in which you have not achieved to your full potential and mention some of the reasons (in your opinion) why.

3. Performance Standards

5 = Outstanding	Consistently achieves well above the highest level of required performance. Demonstrates the highest standards of work performance.
4 = Above expectations	Performance frequently exceeds expectations.
3 = Meets expectations	Performance demonstrated is what is expected in the position.
2 = Improvement needed	Performance does not consistently meet expectations. Improvement needed.
1 = Unsatisfactory	Performance fails to meet job requirements.

4. Evaluation

(Place an X in the box under the appropriate rating or N/A for 'Not Applicable')	Employee's Rating					Manager's Rating				
	1	2	3	4	5	1	2	3	4	5
Quality and Quantity of Work										
Assures accuracy, thoroughness and reliability of results										
Meets the workload requirements of the job										
Is proficient in technical skills required for the job										
Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities										
Decisions										
Conducts thorough analysis before making decisions										
Makes sound, logical and timely decisions										
Planning and Time Management										
Develops and implements effective action plans										
Meets deadlines as required										
Maintains performance under pressure										
Performance Management										
Achieves own objectives										
Delegates appropriate tasks to appropriate people										
Gives employees adequate information and authority										
Follows up progress on delegated projects										
Provides ongoing feedback and training to employees where relevant										

5. Objectives and Key Performance Indicators (KPIs)

Objectives and Key Performance Indicators should be entered at the beginning of the review period and assessed at the end of the review period. Each objective or KPI must be specific and measurable.

Objective/KPI	Employee's Assessment	Manager's Assessment	Timeframe

6. Training and Development

Please list any training or development needed in order to meet the goals set in section 5.

7. Comments

Employee's Comments:

Manager's/Supervisor's Comments:

The employee's signature confirms his/her self assessment and that the performance appraisal has been discussed with them. The Manager's/Supervisor's signature confirms his/her ratings and comments and discussion with the employee.

Employee: _____ Date: _____

Manager/Supervisor _____ Date: _____

	Employee's Rating					Manager's Rating				
Initiative										
Displays initiative in the position and does not seek unnecessary clarification or instruction										
Generates and implements worthwhile, practical new ideas and methods										
Responds effectively to changing needs of the workplace.										
Relationships										
Interacts appropriately with customers/clients, both internally and externally										
Displays good interpersonal skills										
Uses appropriate methods to resolve conflict										
Acts in best interest of the organisation										
Communication										
Listens attentively and demonstrates full understanding										
Oral — expresses ideas effectively										
Written — expresses ideas effectively										
Overall standard of performance										

Additional Comments: