

ANNUAL EMPLOYEE APPRAISAL**Surname:****Given Names:**

Position being appraised:

Reason for this appraisal:

Appraisal Requested by:

Date of Appraisal:

25 March 2005

Please place a tick in the box which best describes your evaluation of the employees work performance using the following criteria:

A – Significantly exceeds the required performance standards consistently

B – Exceeds the required performance standards

C – Meets the required performance standards

D – Acceptable performance standards for level of experience but needs some improvement to meet the required standard (detail improvements needed)

E – Unacceptable performance standards

Comments on each category may be made which support your assessment

AREA	A	B	C	D	E
	++	+	<>	-	--
Knowledge of Work Knowledge of the job gained through experience, education and training					
Initiative Tendency to contribute, develop and/or carry out new ideas and methods					
Judgement Analytical ability, common sense, ability to foresee ramifications and ability to make sound recommendations					
Prioritisation Ability to recognise and prioritise appropriately					
Co-Operation Manner of handling relationships with other staff					
Co-Operation Manner of handling relationships with staff of other organisations					
Quality of Work Layout, accuracy and dependability / reliability of output, regardless of volume					
Quantity of Work Volume of work completed under normal conditions					
Ability to Learn Ability to learn new duties, time required to master new methods, grasp explanations and					

AREA	A	B	C	D	E
	++	+	<>	-	--
retain the knowledge					
Dependability Degree of supervision required to perform duties					
Application to Work Effective use of available work time					
Leadership Ability to achieve objectives, obtain support from others and direct the work towards completion of the required tasks					
Planning and Organisation Ability to plan effectively to have tasks completed on time					
Self Motivation Independence and acceptability of responsibility					
Sustained Effort Ability to withstand job pressure and maintain acceptable work output					

Rating of Overall Performance

- Unacceptable performance standard
- Acceptable performance standard for level of experience but needs some improvement
- Meets the required performance standard
- Exceeds the required performance standard
- Significantly exceeds the required performance standard

Supervision

Is the employee able to meet or exceed required performance standards with minimal extra supervision?

- Yes
- No

What supervision / training is required or would be of benefit to further skills?

Level of Experience

Does the employee have sufficient job experience to meet the required performance standards?

- Yes
- No

What further experience would assist the employee?

Further Action

List and describe the required and/or agreed goals and actions that could assist the employee to meet or exceed the performance standards set by the job description

Goals:

Actions:

Final Comments:

Signature

Name

Position