

Sample Appraisal Form

Employee Name:	Appraiser Name:	Year:
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The Employee Appraisal should be a two-way discussion, with preparation beforehand by both parties. In order to maximise the effectiveness of the appraisal discussions, the employee should take some time beforehand to reflect over the past year, the highs and the lows, the achievements and perhaps the mistakes. This form is intended as a guide for that preparation and, with permission, will be filed alongside the completed documents after the discussions.

1. What do you consider to be your key achievements over the last 12 months?
2. What were your key targets for the last 12 months and have you met / exceeded them?
3. What tasks/activities do you feel you could have done better over the last 6-12 months?
4. What tasks/activities do you have planned do you feel confident about achieving?
5. What tasks/activities do you have planned that you feel you need some support with?
6. Do you have any other thoughts or comments on your performance or development – either reflecting back or looking forward?

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