

Staff Appraisal form

Name of staff:

Job Title:

Name of manager:

Date:

The purpose of the appraisal is to enable you to discuss your job performance and your future with your manager.

The discussion will aim to clarify:

- The main scope and purpose of your job
- Agreement on your objectives and tasks
- Your training and future prospects

Discuss with your manager why you think your job is important. How does your role fit into the organisation and contribute to its goals?

Over the past 12 months, what have you achieved and how well have you achieved it? Consider any targets which you were set at your last appraisal or since then?

What have you learnt in the past year and how have you improved the way you do your job?

What challenges do you face in work? Does anything restrict you from performing to your best ability?

Please comment on your:

-Time keeping:

-Absences, eg sickness:

-Dress code:

What parts of your job do you:

-Do best:

-Do less well:

-Have difficulty with:

-Fail to enjoy:

Describe your relationships with:

-Other staff?

-The children?

-The parents?

-Your employer?

Any Disclosures that may affect your suitability to work with children?

Court convictions?

Cautions?

Court Orders?

Reprimands?

Warnings?