

STAFF APPRAISAL TEMPLATE

*Insert your
company
logo here*

PERFORMANCE REVIEW AND DEVELOPMENT PLAN

EVALUATION RATINGS:

ER	=	Exceeds Requirements
MR	=	Meets Requirements
OBR	=	Occasionally Below Requirements
NI	=	Needs Improvement

Name: _____

Position: _____

Appraiser Name: _____

Date: _____

This Appraisal Template is to be used in conjunction with documents relating to the employee, mainly the Position Description. It can be used to help you measure an employee's performance and/or set measurable targets.

To carry out this appraisal you will need to gather information and reports on the employees progress from supervisors and other staff in charge where applicable to determine their performance. Also draw on your own perceptions of how well the employee performs their job.

Measurable performance targets are very meaningful in assessing whether the employee is competent in their job and where further development is needed. These should be based on the Key Performance Indicators, Objectives and General Duties outlined in the incumbents Position Description. Measuring targets requires setting work goals, a reasonable time frame to achieve these and monitoring of progress. This template will help you implement measurable goals for your employee to attain.

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EVALUATION OF EMPLOYMENT OBJECTIVES

KEY WORK FACTORS	EVALUATION RATING				COMMENTS
	ER	MR	OBR	NI	
QUALITY AND QUANTITY OF WORK Extent to which completed work is accurate, well presented, well organised, thorough and/or effective. The degree to which the amount of work produced compared with the quantity, time taken and standards expected of the position.					
TEAM WORK Extent to which the employee works with and contributes to a team approach.					
INITIATIVE Extent to which employee shows initiative, makes work improvements, identifies and corrects errors, initiates work activities, and adds to efficiency.					
MEETING WORK DEADLINES Extent to which employee completes work assignments and meets deadlines.					
DECISION MAKING Extent to which employee consistently applies good judgment in analysing work situations, use of materials, and arrives at sound conclusions.					
CUSTOMER SERVICE Employees responsiveness to needs of internal and external customers. Creates a positive image of the organisation.					
SUPERVISING/MANAGING WORK OF OTHERS (Where Applicable) Employees effectiveness in planning and controlling work activities, motivating and developing subordinates and improving team performance.					

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PROFESSIONAL DEVELOPMENT PLAN

List the key Performance Indicator or Performance Objectives that the employee will be expected to achieve.

PERFORMANCE OBJECTIVES	DATE FOR COMPLETION
	On Going/...../20.....
	On Going/...../20.....
	On Going/...../20.....

List any skill or knowledge area where training will help the employee achieve agreed work objectives or to achieve movement to the next classification.

Skill/Knowledge to be acquired	Method of Training	(E): Essential (D): Desirable	Who is Responsible for arranging training

Employee Comments:

Appraiser Comments:

Employee: _____ Date: _____

Appraiser: _____ Date: _____