PERFORMANCE MANAGEMENT & APPRAISAL SYSTEM

# Process:

1. The employee will complete their section of the form.
2. The employee will meet with their direct supervisor
3. The direct supervisor will complete their section of the form.
4. Both parties will sign the completed form.
5. The form will be sent to HR for the employee’s file.

# Semi-Annual Review Date:

Employee Name:

Current Role:

# Employee to complete the following questions before the appraisal interview.

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| **1. As a manager, what are your major responsibilities?** |
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| **2. What are you most proud of and what has brought you the most satisfaction in leading your team during the first half of this year?** |
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| **3. What areas of your management do you feel you have done an excellent job?** |
| **4. What areas of your management do you find that need improvement?** |
| **5. What needs to change for you to be more effective in your role as a manager?** |
| **6. Have you encountered any challenges with your peers, subordinates, or the management?** |
| **7. Targets: What were your goals for your team in the last six months? Did you achieve them? If no, why not? Are you on track to meet your goals for the next six months?** |
| **8. Where do you feel your team could benefit from training and development in your current position?** |
| **9. What have you done to motivate the employees to maximize the company's goals and objectives in the last six months?** |
| **10. What are your goals for your team in the next six months?** |
| **11. What would you like us to consider in terms of your future with [Organization Name]?** |

| **Appraiser Comments and Observations to be completed following interview:** |
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Employee Date

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Appraiser Date