# 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.

# Annual Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee To Complete The Following Questions Before The Appraisal Interview.

| **1. What are your primary responsibilities?** |
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| **2. What are you most proud of and what has brought you the most satisfaction in your work this year?** |
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| **3. What parts of your position do you feel you do well?** |
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| **4. What parts of your position do you find challenging?** |
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| **5. What needs to change for you to be more effective in your role?** |
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| **6. Targets: What were your targets for last year? Did you meet them? If no, why not? Are you on track to meet your targets for this year?** |
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| **7. Do you feel you could benefit from training and development in your current position? On what topic?** |
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| **8. What are three things that you want to work on in the next year?**  |
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| **9. What are your goals for next year?** |
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| **10. What would you like us to consider in terms of your future with [Organization Name]?** |
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# Supervisors to complete the following questions before the appraisal interview.

| **1. Describe the employee’s performance and how they achieve goals.** |
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| **2. Describe employee’s areas of excellence.** |
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| **3. Discuss the employee’s areas of improvement.** |
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| **4. Describe future goals with set expectations.** |
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| **Appraiser Comments and Observations to be completed following interview:**  |
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Employee Date

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Appraiser Date