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.

#

| **1. What are your principal responsibilities?** |
| --- |
|
| **2. What are you most proud of and what has brought you the most satisfaction in your work during the first half of this year?** |
|
| **3. What areas of your position do you feel you do well?** |
| **4. What areas of your position do you find challenging?** |
| **5. What needs to change for you to be more effective in your role?** |
| **6. Have you experienced any obstacles in relation to your position, management, colleagues or working remotely?** |
| **7. Targets: What were your targets for the last six months? Did you meet them? If no, why not? Are you on track to meet your targets for the next six months?** |
| **8. Where do you feel you could benefit from training and development in your current position?**  |
| **9. What are three things that you want to work on in the next six months?**  |
| **10. What are your goals for 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:**  |
| --- |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appraiser Date