Appraisal form

Use this ACAS model form to record the issues discussed at an employee’s performance appraisal meeting.

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| **Employee details** | | | |
| Name | | | Job title |
| Team | | | Line Manager |
| Start date | | | Date of appraisal |
| **Current performance**  Use this section to record discussion on the key areas of the job, and include a summary of achievement against the objectives that have been previously agreed or competencies from the job description | | | |
| Objective/Competence | | Notes | |
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| **Development summary**  Use this section to record any areas of the employee’s work where further training and support is required, and any areas where performance is particularly strong and should be developed further. | | | |
|  | | | |
| **Development & training**  Use this section to list specific requirements for any training or development. These activities are not restricted to training courses, and may include resources, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee’s work or to develop them further. | | | |
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| **Career planning**  Use this section to record any areas of the team or church in which the employee has expressed a specific interest. | | | |
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| **Other areas of discussion**  Use this section to record any other points raised at the appraisal meeting. | | | |
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| **Assessment Level**  Based on performance over the year against objectives achieved – qualify the decision in the notes section. | | | |
| **Outstanding performance**   * Objectives exceeded and competencies more than fully demonstrated |  | | |
| **Standard performance**   * Objectives met and competencies fully demonstrated at required levels |  | | |
| **Less than standard performance with development needs**   * Most objectives met but development required to fully meet all objectives |  | | |
| **Unsatisfactory performance**   * Performance unacceptable; objectives not met and competencies not demonstrated |  | | |

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| Signed by employee | Signed by appraiser |
| Date | Date |

One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee’s HR file.