

Staff Appraisal Form



Name:	Manager Name	Date

The purpose of the appraisal is to enable you to discuss your job performance and your future development with your manager.

The discussion should aim to clarify:

- The main scope and purpose of your job
- Agreement on your objectives and tasks
- Your training and future prospects

Discuss with your Manager why you think your job is important. How does your role fit into the organisation and contribute to its goals?

Over the past 12 months, what have you achieved and how well have you achieved it? Consider any targets which were set at your last appraisal.

What have you learnt in the past year and how have you improved the way you do your job?



Staff Appraisal Form



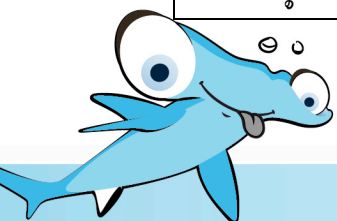
What challenges do you face in your work? What, if anything, restricts you from performing to the best of your abilities?

Please comment on your:

- Timekeeping
- Absences e.g. sickness
- Dress Code

What parts of your job do you:

- Do best
- Do less well
- Have difficulty with
- Fail to enjoy



Staff Appraisal Form



Describe your relationships with:

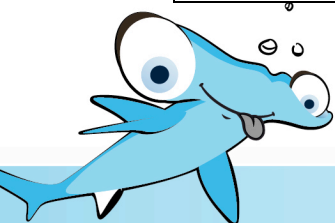
- Other staff?
- The children?
- The parents/carers?
- Your employer?

Areas for further discussion:

- Medical wellbeing - Is there anything you would like to discuss?
- E-Safety (i.e.; social networking and the importance of professional responsibility).
- CRB monitoring - Is there anything you would like to discuss?

Targets for Next Year:

What is to be achieved, by when, and how will you know when it's done?



Staff Appraisal Form



Development Plan for Next Year:

What you need to learn, how you will achieve it and who will support you?

Career Plan: What are your career ambitions and how can we help you to achieve them?

Disqualification: Is anyone in your household disqualified with working with children?

Any other comments?

Next Appraisal date:

Signed:
(Employee)

Date:

Signed:
(Manager)

Date:

