

Appraisal template

The annual appraisal process is an important part of managing people. It is a meeting which reviews past performance and plans actions for the future. For the appraisal process to be successful, the employee needs to be actively involved in the conversation.

Details

Employee name		Date	
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EMPLOYER/LINE MANAGER TO COMPLETE

How well has the employee met their objectives? What have they done well?

Are there areas for improvement where the employee might be struggling to meet objectives?
Is more support/training needed?

EMPLOYEE TO COMPLETE

How well have you met your objectives? What has gone well?

**Are there areas for improvement where you might be struggling to meet objectives?
If so, what are the constraints to you succeeding?**

Do you need more support/training?

What support or training needs have been identified and how will they be delivered?

Are there any other agreed actions, for the employer and/or the employee?

Any more discussion notes?

Manager signature	
Employee signature	
Date	

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