

Performance Appraisal

Name:	Position:
Start date:	Time in position:
Review by:	Position:
Appraisal date:	Overall rating:

1. Purpose

The Performance Appraisal form is part of the performance review process used to assess and analyse an individual's work performance in line with the employer's objectives, expectations, and any previously set Key Performance Indicators.

It assists in:

- improving work performance;
- career planning; and
- personal development.

2. Self Assessment

• List what you consider were your major achievements for the year.

• List what you consider to be the areas in which you have not achieved to your full potential and mention some of the reasons (in your opinion) why.

Document Title: Performance	e Appraisal Form	Authorised by: Shane Arundell				
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 1 of 7		



3. Performance Standards

5 = Outstanding	Consistently achieves well above the highest level of required performance. Demonstrates the highest standards of work performance.
4 = Above expectations	Performance frequently exceeds expectations.
3 = Meets expectations	Performance demonstrated is what is expected in the position.
2 = Improvement needed	Performance does not consistently meet expectations. Improvement needed.
1 = Unsatisfactory	Performance fails to meet job requirements.

4. Evaluation

	Emp	oloyee	e's Ra	ting		М	anager	's Rati	ing	
(Place an X in the box under the appropriate rating or N/A for 'Not Applicable')	1	2	3	4	5	1	2	3	4	5
Quality and Quantity of Work								<u> </u>		<u> </u>
Assures accuracy, thoroughness and reliability of results										
Meets the workload requirements of the job										
Is proficient in technical skills required for the job										
Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities										
Decisions				1	<u> </u>			1		
Conducts thorough analysis before making decisions										

Document Title: Performance	Appraisal Form	Authorised by: Shane Arundell				
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 2 of 7		



Makes sound, logical and timely decisions							
Planning and Time Management							
Develops and implements effective action plans							
Meets deadlines as required							
Maintains performance under pressure							
Performance Management		•	•				
Achieves own objectives							
Delegates appropriate tasks to appropriate people							
Gives employees adequate information and authority							
Follows up progress on delegated projects							
Provides ongoing feedback and training to employees where relevant							
Initiative	•	•		•			
Displays initiative in the position and does not seek unnecessary clarification or instruction							
Generates and implements worthwhile, practical new ideas and methods							
Responds effectively to changing needs of the workplace.							
Relationships	<u> </u>		<u>,</u>				
Interacts appropriately with customers/clients, both internally and externally							
Displays good interpersonal skills							
Uses appropriate methods to resolve conflict							

Document Title: Performance Appraisal Form			Authorised by: Shane Arundell				
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 3 of 7			



Acts in best interest of the organisation									
Communication									
Listens attentively and demonstrates full understanding									
Oral — expresses ideas effectively									
Written — expresses ideas effectively									
Overall standard of performance									

Additional Comments	
Annitional Lamments	•

5. Objectives and Key Performance Indicators (KPIs)

Objectives and Key Performance Indicators should be entered at the beginning of the review period and assessed at the end of the review period. Each objective or KPI must be specific and measurable.

Objective/KPI	Employee's Assessment	Manager's Assessment	Timeframe

Document Title: Performance Appraisal Form			Authorised by: Shane Arundell				
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 4 of 7			



Document Title: Performance Appraisal Form			Authorised by: Shane Arundell	
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 5 of 7



6. Training and Do	evelopment			
Please list any training or development needed in order to meet the goals set in section 5.				
7. Comments				
Employee's Comments:				
Manager's/Supervisor'	s Comments:			

The employee's signature confirms his/her self assessment and that the performance appraisal has been discussed with them. The Manager's/Supervisor's signature confirms his/her ratings and comments and discussion with the employee.

Document Title: Performance Appraisal Form		Authorised by: Shane Arundell		
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 6 of 7



Employee:	Date:		
Manager/Supervisor	Date:		

Document Title: Performance Appraisal Form			Authorised by: Shane Arundell	
Document #: PER006	Version #: 2	Issue Date: 01/08/2023	Revision Date: 01/08/2024	Page 7 of 7