

## The appraisal review process

We want to drive ourselves and our clients to be better. Your appraisal is about helping us keep track of your aspirations and focus on the skills required for you to succeed.

### Where do I start?

1. Before you start, remember to be honest. The more honest you are, the more the process will help you.
2. Take time to review and reflect on Section 1. It will help identify areas we can use as discussion topics.
3. Look at Section 2 and decide how you would grade yourself against each discussion topic. Consider what was said at your last appraisal and any objectives that were set.
4. Are you being challenged in your role? Are there any milestones you are yet to reach?  
Section 3 is your opportunity to think about your career development.
5. Your manager will conclude with a summary to help guide you.

### SECTION 1

<p style="text-align: center;"><b><u>What should I do more often?</u></b></p> <p><b>Examples:</b></p> <p><i>Improve documentation Keep on top of daily checks Set the example I want my colleagues to follow</i></p>	<p style="text-align: center;"><b><u>What should I do less?</u></b></p> <p><b>Examples:</b></p> <p><i>Deviate from projects when deadlines are close Prioritise things I like to do above tasks that are urgent</i></p>
<p style="text-align: center;"><b><u>What am I doing well?</u></b></p> <p><b>Examples:</b></p> <p><i>Building rapport Being calm and approachable under pressure Helping colleagues learn new skills</i></p>	<p style="text-align: center;"><b><u>What should I change?</u></b></p> <p><b>Examples:</b></p> <p><i>Be more organised with my daily tasks Be more assertive Increase my commitment to self-development</i></p>

**SECTION 2**

**1. Attendance and time Keeping**

Am I at my desk and ready to start work at the beginning of the day? What is my sickness record like?

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Appraisee:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**2. Time management, organisational skills, quality of work, and ability to complete tasks to a deadline**

How efficiently do I work? Do I maintain a “to do” list? Do I get the job done and on time?

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Appraisee:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**3. Creativity, responsiveness to feedback, and desire to improve**

Do I question basic assumptions? How hard do I try? Am I committed to self improvement?

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Appraisee:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**4. Client and peer feedback**

How well do I communicate with my team, the client, and suppliers?

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Appraisee:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**SECTION 3**

**Past Objectives**

What were they and were they completed?

Tasks	Completion status

**Personal development and future objectives**

What would you like to learn?

Comments:

**Managers' summary and recommendations**

Your manager's summary of your overall performance.

Comments: