# Job performance appraisal

This form can help you conduct a performance appraisal with individual staff members.

## Private and confidential

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| Employee details | | | | | | |
| Name | <insert employee’s name> | | | | | |
| Position | <insert employee’s position> | | | | | |
| Years/months employed in this position | | | | <insert length of employment> | | |
| Date of this review | | <insert date> | | | Date of next review | <insert date> |
| Reviewer (name and position title) | | | <insert name and position of reviewer> | | | |

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| Progress towards goals identified in last performance review (if applicable) | | | |
| Goal | Action taken | Completed? | Comments |
| <insert goal> | <insert action> | <insert yes or no> | <insert comments> |
| eg Obtain forklift licence | Enrolled in course | No | Became sick during course. Theory completed, practical exam will be taken in November. |
| eg Build new shelves in storeroom | Designed shelves, bought materials and assisted with construction | Yes | New shelves are great, finished well under budget. |
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| Employee comments and opportunity to evaluate own performance |
| <insert comment> |
| eg The cash drawer tends to slam shut unexpectedly, therefore I become nervous while using it. I’d be more comfortable if this problem was fixed. |
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| Review the major skills required to fulfil this positions’ duties | | | | | | |
| Check the relevant boxes to indicate the employee’s performance in each area. If additional tasks have been performed, ensure these are added here and also to the employee’s job description if required. | | | | | | |
| Task description (taken from job description) | N/A | Poor | Satisfactory | Good | Excellent | Comments |
| <insert task description> |  |  |  |  |  | <insert comments> |
| eg Customer service – help customers |  |  |  | X |  |  |
| Maintain stock levels |  |  |  |  | X |  |
| Accept payment |  | X |  |  |  | Cash drawer often does not reconcile |
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| General comments about the employee’s performance |
| <insert comment> |
| eg Jane is well‑presented, popular with other staff members and liked by customers. She tends to become flustered when using the cash register and, as a result, her cash drawer is often difficult to reconcile. |
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| Action plan – goals for next review period | | |
| Goal | Action required | Date for completion |
| <insert goal> | <insert action> | <insert date> |
| eg Complete forklift operator’s course | Complete practical exam | November 2016 |
| eg Improve cash handling skills so that cash drawer can be reconciled at least 80% of the time | Work with the payroll department for one week | Improvement expected within one month of this review |
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| Additional information about the action plan/goals for next review period |
| <insert additional information> |
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| Acknowledgment of performance appraisal |
| Reviewer’s signature |
| Employee’s signature |

Signatures indicate that everyone who participated in this review agreed that information and comments written here were true and correct.