PERFORMANCE APPRAISAL

PRIVATE AND CONFIDENTIAL

## Employee’s details

Name: <insert employee’s name>

Position title: <insert the employee’s position title>

Date of last appraisal: <insert date> Date of this appraisal: <insert date>

Date of next appraisal: <insert date>

Reviewer: <insert name and position title of reviewer>

Review the key tasks required to fulfil the major responsibilities of this position

Reviewer and employee to complete the table below and indicate how they think the employee has performed with respect to the key tasks in each job area as described in the position description.

Indicate performance by allocating a number from 1 to 10, where 1 = poor and 10 = excellent. If additional tasks have been performed, ensure these are added to the table below and on the employee’s position description if required.

| Job areas Update the key tasks in each cell as described in the position description. Remove/replace the example ones as required. | Score (1=poor, 10=excellent) | Reviewer and employee comments What was enjoyable, frustrating, challenging? Major achievements? Anything unexpected? How could it be done better? What would you like to get better at? Were there adequate resources and enough support? |
| --- | --- | --- |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |
| Job Area | Score | Comment |

## Training needs identified

|  |  |  |
| --- | --- | --- |
| What training is needed | Who will arrange it | By when |
|  |  |  |

## Areas of improvement identified and how and when improvements are to be made

|  |  |  |
| --- | --- | --- |
| Area to be improved and how | By when | Action taken and comments (To be completed at next performance appraisal) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Quick check (tick if appropriate)

🞏 A position description needs changing. Specify:

🞏 A farm operating procedure needs changing. Specify:

🞏 The manager needs to organise (e.g. training, resources). Specify:

🞏 Conditions of employment need changing. Specify:

## Acknowledgement of performance appraisal

Reviewer’s signature Date

Employee’s signature Date

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