**CENTRAL ENGLAND AREA QUAKER MEETING**

**APPRAISAL PREPARATION AND SUMMARY FORM**

**Employee:**

**Line Manager:**

**Date of appraisal:**

This form should be completed by both the employee and the line manager to aid discussion and to provide an agreed summary of the appraisal.

**SECTION A – PREPARATION - to be completed prior to appraisal**

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| What have been the employee’s achievements during the past year? |
| Has the employee met the objectives set at last year’s appraisal? If not, what are the  reasons for this? |
| What would help the employee to carry out their role in an improved way? |
| Have there been any specific events or any part of the employee’s role which have given cause for concern during the past year? |
| Are there any skills or any aspects of their role which the employee would be interested in developing? |
| What training and development needs does the employee have? |
| Are there any tasks which the employee performs regularly which are not contained in the job description? |
| Does the job description need amending to reflect the employee’s current responsibilities? |

**SECTION B – SUMMARY - to be completed following appraisal**

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| Summary of principal points discussed during appraisal |
| Training/development needs identified and how the need is to be met |
| Objectives for the employee for the next year |

Signed by employee

Date

Signed by appraiser

Date