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## Annual Appraisal Form

This form:

- is an alternative to the online form, for those without regular computer access
- is only to be used for specific roles where appropriate and agreed by the Director
- can be printed and handwritten then scanned/photographed, or can be filled in on a computer, phone or tablet

### Section 1 | Personal Details

<b>Employee Name</b>		<b>Job Title</b>	
<b>Appraised by</b>		<b>Date of Appraisal</b>	

### Section 2 | Reflecting on the Past Year

#### Section 2, Part A | Review of Tasks or Objectives

Considering last year's tasks or objectives, comment on achievements over the past year, both *what* and *how* tasks have been approached and things to do differently in future.

Last year's Tasks or Objectives	Employee Comments	Appraiser Comments

**More tasks or objectives? Please continue on a separate sheet.**

## Section 2, Part B | Review of past year's Personal Development

For any development identified last year, note the actions taken so far, to meet those development needs. This could include on the job training, courses and online learning.

For any training not completed, manager to note why and add actions to section 4B below.

Development needs or development area	Development Actions Taken and completion dates

More development? Please continue on a separate sheet.

## Section 3 | Overall Contribution Summary of the Last Year

### Appraisee: Overall Contribution in the Last Year

Employee Contribution Descriptor	<input type="checkbox"/> Exceptional Contribution	<input type="checkbox"/> Successfully met Expectations
	<input type="checkbox"/> Partly met Expectations	<input type="checkbox"/> Improvement Required
Employee Notes		

### Appraiser: Overall Contribution in the Last Year

The appraiser should transfer the contribution descriptor into the online appraisal form for the previous year, prior to submitting the appraisal form.

Appraiser Contribution Descriptor	<input type="checkbox"/> Exceptional Contribution	<input type="checkbox"/> Successfully met Expectations
	<input type="checkbox"/> Partly met Expectations	<input type="checkbox"/> Improvement Required
Appraiser Notes		

Once this form is complete, please:

- Copy the final contents of Section 3 above into the corresponding boxes on the 'Overall Contribution Summary' page of the appraisee's online appraisal form for the completed year in MyHR;
- Attach this form to the appraisee's online appraisal form via the 'Supporting Document Upload' facility; then
- Submit the online appraisal form by clicking 'Submit' on the 'Appraisal Complete; Submit' page.

## Section 4 | Focus on the Future

### Section 4, Part A | Tasks or Objectives for the Year Ahead

Discuss and agree the upcoming tasks or objectives and record them here, making sure that they are Specific and Trackable so you both know *what* needs to be done, *when* and *how*.

#### Tasks or Objectives for the coming year

### Section 4, Part B | Personal Development and Career Aspirations for the Year Ahead (optional)

Discuss personal development and career aspirations and agree actions to support each. This could include on the job training, working on something different within the role, or courses.

Personal Development and/or Career Aspirations	Actions to meet each development need and career aspiration	Target Date

More development or aspirations? Please continue on a separate sheet.

## Section 5 | Additional Comments (Optional)

You can use this section to record anything else which is relevant, for example wellbeing considerations or personal considerations, personal aspirations or support needs.

<b>Employee Additional Comments</b>	
<b>Appraiser Additional Comments</b>	

## Section 6 | Signatures

Sign the form to show it is an accurate summary of your conversation. The appraisee should receive a copy of the form within four weeks of the appraisal meeting.

<b>Employee Signature</b>		<b>Date</b>	
<b>Comments</b>			
<b>Appraiser Signature</b>		<b>Date</b>	
<b>Comments</b>			

