



ST JUST TOWN COUNCIL

Name:

Job Title:

Grade:

The arrangements for your next Staff Appraisal are as follows and you should bring to the meeting your current job description and agreed action plan from your previous appraisal (if applicable).

Date:

Time:

Place:

Interviewer(s)

The purpose of the Appraisal Meeting is to enable you to discuss, with your Line Manager(s), your performance in your job and your future, training & development requirements and the discussion should aim at a clearer understanding of:

1. The main scope, objectives & tasks of your job
2. Standards or targets for measuring your performance
3. Your training and future prospects

You can prepare for the meeting and discussion by completing this form. You may also show this form to your Line Manager which will give them the time to consider your comments prior to the meeting.

However, if you prefer, you can use this form for your own guidance only, and not show it to anyone.

At the end of the meeting you will be given the opportunity to read the completed appraisal form and agreed list of actions prepared by your Line Manager. You will also be able to add your own comments and will be asked to sign the appraisal form / action plan when completed.



A copy of the completed form / action plan will be submitted to the Staffing Committee as part of the formal process.

Please complete the following sections:

1. Self Appraisal:

Please circle the appropriate answer and add your comments below:

- Do you have an up-to-date job description? Yes No
- Do you understand all the requirements of your job? Yes No
- Do you have regular opportunities to discuss your work? Yes No
- Have the improvements agreed in the action plan Been achieved (if applicable) Yes No

2. Accomplishments:

What have you accomplished, over and above the minimum requirements of your Job Description, in the period under review. Have you made any new innovations or achievements? Is your current job description accurate or should there be any amendments?

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3. Difficulties:

List any difficulties you have in carrying out your work. Were there any obstacles outside your own control which prevented you from performing effectively?

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4. What parts of your job do you:

- Do best?

- Do less well?

- Have difficulty with?

- Fail to enjoy?

**5. Action Plan: What do you consider to be the main tasks and priorities for next year?
Please set out below priorities for future action.**

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**6. Can you suggest any training which would help to improve your performance or
development?**

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7. Any additional remarks, notes, questions, or suggestions?

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