



ST JUST-IN-PENWITH TOWN COUNCIL

**STAFF APPRAISAL
AND
DEVELOPMENT SCHEME**

Interviewer's Details

Name Department

Job Title Grade

Interviewee's Details

Name

Job Title

Date of Interview

EXPLANATORY NOTES

Under the Staff Appraisal and Development Scheme Line Managers are required to formally appraise those members of staff they are responsible for, on an annual basis. The purpose of this interview is to enable discussions to take place in a formal and constructive way. It will enable both of you to discuss issues of importance concerning the interviewee's work, and to agree an Action Plan for the next twelve months.

The following tips will assist you in conducting the appraisal: -

- Try to follow a plan to ensure the principal areas of the appraisal interview are covered;
- Commence by making clear the purpose of the interview and try to put the interviewee at ease;
- Ensure that you give adequate consideration to the views of the interviewee about his / her job;
- Allow the interviewee to make suggestions for overcoming any problems encountered in carrying out the job, including steps for self improvement;
- Be sure to give adequate consideration to the interviewee's strengths and weaknesses in performing the job, and consider where training will assist in overcoming weaknesses; and
- Give the interviewee sufficient time and opportunity to think out his / her answers

PREPARATION FOR THE INTERVIEW

You will find it helpful to prepare your thoughts in readiness for the interview by considering and answering the questions/points raised on the page overleaf. The interviewee has been asked to do the same, if he / she wishes, and you may wish to exchange copies before the interview, by agreement.

1. PREVIOUS STAFF APPRAISAL AND DEVELOPMENT ACTION PLAN

If applicable, have the objectives on the last action plan been achieved?

2. CHANGES TO JOB DESCRIPTION

Are any amendments, additions or deletions required?
If so, please note them below.

3. GENERAL ASSESSMENT OF THE EMPLOYEE'S ACHIEVEMENTS OVER THE PAST TWELVE MONTHS

a) What has the employee done best over the last year?
Include defined strengths in the employee's performance.

b) What has been achieved?
Include defined weaknesses in employee's performance.

c) What does the employee need to improve upon?

- d) Are you aware of any obstacles which affect the employee's work?
e.g. Obstacles, hampering, which slow the employee down, affecting performance?

How do you feel these obstacles can be best overcome?

4. ACTION PLAN

Set out what you consider to be the main tasks and priorities for next year.
Determine priorities for future action.

5. TRAINING AND DEVELOPMENT

- a) Which courses / training did the employee receive / attend, in the past twelve months?
- b) What training is needed to improve skills for the job?
- c) Scheduled courses / training?
- d) Do you feel the employee has any special abilities that are not being fully used?
Any special skills?