

Appraisal scheme roles with limited objectives

For some roles, the full Performance Appraisal may not be suitable. This is only likely to be in roles where there are limited objectives.

Whilst managers retain discretion in relation to which form to use, this simplified appraisal is not designed to support roles:

- With managerial responsibilities
- With professional registration requirements
- With frequent training needs (e.g. care based roles)
- Where there is a need to review case loads, assignments or projects

Appraisal Form for roles with limited objectives

Name Employee Number.....

Job title

Department

Length of time in post Date of appraisal __/__/__

1. Job description (amendments to be agreed with the employee and recorded)

2. Assessment of performance (tick as appropriate)

Supervisor's Comments	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
Volume of work How does the amount of work done compare with the job requirements?	<input type="checkbox"/> Exceptionally high output	<input type="checkbox"/> Output is usually above average	<input type="checkbox"/> Output is occasionally unsatisfactory	<input type="checkbox"/> Insufficient – improvement needed
Job knowledge Does the employee have the knowledge to do the job properly?	<input type="checkbox"/> Exceptionally thorough knowledge of own and related work	<input type="checkbox"/> Good knowledge of own job and related work aspect	<input type="checkbox"/> Lack of job knowledge sometimes hinders progress	<input type="checkbox"/> Inadequate knowledge of own work
Safety awareness Consider in regard to safe working practices	<input type="checkbox"/> Highly motivated towards safety. Always insists on safe working practices	<input type="checkbox"/> A good attitude to safety and encourages others likewise	<input type="checkbox"/> Sometimes has to be reminded of safety precautions at work	<input type="checkbox"/> Disregards basic safety precautions

	Supervisor's Comments	A Well ahead of standard	B More than satisfactory – slightly above job requirements	C Less than satisfactory – needs slight improvement	D Unsatisfactory – below the standard reasonably expected
Dependability How well does the employee follow procedures?		<input type="checkbox"/> Always thoroughly reliable	<input type="checkbox"/> Little supervision required	<input type="checkbox"/> Requires more frequent checks than normal	<input type="checkbox"/> Requires constant supervision
Teamwork How well does the employee work with others to accomplish the goals of the job and work group?		<input type="checkbox"/> Works extremely well with others and responds enthusiastically to new challenges	<input type="checkbox"/> Co-operative and flexible	<input type="checkbox"/> Usually gets along reasonably well but occasionally unhelpful	<input type="checkbox"/> Unco-operative, resists change
Work planning Consider employee's success in planning own work		<input type="checkbox"/> Displays excellent planning ability	<input type="checkbox"/> Organises work well	<input type="checkbox"/> Needs to improve some aspects of work planning	<input type="checkbox"/> Does not plan effectively
Communication How effective is the employee at verbal and written communication?		<input type="checkbox"/> Exceptionally effective in all written and verbal communication	<input type="checkbox"/> Usually a good communicator	<input type="checkbox"/> Some difficulties with written and/or verbal communication	<input type="checkbox"/> Does not communicate effectively
Overall marking		<input type="checkbox"/> Well ahead of standard performance	<input type="checkbox"/> More than satisfactory – slightly above job requirements	<input type="checkbox"/> Less than satisfactory – needs slight improvement	<input type="checkbox"/> Unsatisfactory – below the standard reasonably expected

General comments by supervisor on this assessment

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Signed.

General comments by supervisor manager

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Signed.

Comments by employee

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Signed.

Action plans

Action plan agreed to develop employee and/or the job

Include any training or counselling requirements

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Career development – possible steps in career development

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Agreed action plan – job and development objectives – time scale

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