

Appraisal Form

Name:

Job title:

Appraisals provide employees with the opportunity to have a formal discussion with their manager about how they have performed in their job. It is a time to talk about:

- How well you have performed and whether you have achieved all of your targets.
- Things that might have stopped you from achieving your targets.
- What you think went well.
- What you think your targets might be for the coming year.
- What kind of training and development you need to do.

The purpose of the Appraisal is that you:

- Receive constructive feedback;
- Know exactly what is expected from you and where you may need help achieving this.
- Have the opportunity to discuss and agree your work and related targets.

It is very important for each employee to go through the same process, not only is this fair, but also makes sure that >>>>>>> have a clear picture of where we are and what we need to do to build upon this in the future.

To make the most of your Appraisal you will need to prepare for it, be honest and be positive about it. Like most things in life, the more thought and preparation you put into it, the more successful the outcome will be. We spend a lot of time at work, so it is worth investing some time to think about how things are going and what can be changed to make things better – for you, >>>>>>>, the children and our parents/ carers.

Consider:

- Individual training needs (Mandatory training - Safeguarding/ Paediatric First Aid/ Basic Food Hygiene - review every 3 years). Any other training to help you meet your roles and responsibilities.
- Knowledge, understanding and practice of the Revised EYFS 2012 (Prime and Specific areas/ Key Person role/ characteristics of effective learning/ learning and development/ safeguarding/ ratios/ policies and procedure/ health and safety/ equal opportunities/ special educational needs/ etc).
- Information identified through peer observations (strength and areas for development).
- Positive interactions with children/ parents/carers/ colleges.
- Feed back at supervisions/ colleges/ parents/carers/ children.

For Employee

This section needs to be completed and returned to your manager **at least one week** before your Appraisal. The self-assessment is very important. By completing it, you are effectively setting the agenda for the discussion.

What has gone well in respect of your targets over the last year?

Previous Targets/ Objectives:

Please identify any achievements during the last 12 months (training accessed, qualifications, knowledge and skills developed, etc)

Areas for development. Why?

- Any targets/ objectives not fully achieved? Why?
- Any factors/conditions affecting your ability to deliver against these objectives
- What was under the employee's direct control? What was not?

What do you consider to be your targets for the coming year?

	Signature	Print name	Date
Employee			

For manager

What has gone well in respect of the employee targets over the last year?

Previous Targets/ Objectives:

Please identify any achievements during the last 12 months (training accessed, qualifications, knowledge and skills developed, etc)

Areas for development. Why?

- Any targets/ objectives not fully achieved? Why?
- Any factors/conditions affecting employee's ability to deliver against these objectives
- What was under the employee's direct control? What was not?

What do you consider to be your employee's targets for the coming year?

	Signature	Print name	Date
Manager			

For Manager and Employee

Looking forward

Discuss and agree targets for the next 12 months period, identifying any training and support required.

Targets/ Objectives:

Links with job description

Training/Support required to meet your job role/ targets.

Agreement

We have fully discussed, agreed and set these targets for the next 12 months.

	Signature	Print name	Date
Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner	<input type="text"/>	<input type="text"/>	<input type="text"/>

Track progress (6 monthly review)

How well am I progressing against my targets?

- What is going well? What needs attention? Has anything changed? Do I need help or support?

Targets/Objectives:

Training/Support accessed or required:

Agreed review date: