



AUDLEM PARISH COUNCIL - ANNUAL APPRAISAL FORM

This form is to assist you. Where you need more space please continue on a separate sheet, making it clear which section you are continuing.

Report for the period (include dates the report applies to)	
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SECTION A – EMPLOYEE PERSONAL DETAILS

Name	
Date Employment Commenced	
Department	

SECTION B – YOUR ROLE – *to be completed by the employee*

Title of current job role:	
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Details of current job role: <i>Explain what you do</i>

PREVIOUS OBJECTIVES	NO	YES	If yes, please attach
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ASSESSMENT STANDARDS – see section D for details on how standard has been assessed	
A	Consistently above the acceptable standard of the role
B	Generally achieves the acceptable standard of the role. Meets all the requirements of the job
C	Not quite up to an acceptable standard, shows some general weaknesses
D	Consistently below the acceptable standard



SECTION C – ABOUT YOUR WORK – *to be completed by the employee*

(1) Achievements in the past year

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(2) Problems encountered & steps taken to overcome them

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(3) Changes to the job

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(4) Review of training – training completed and application to role

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(5) Performance

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SECTION D: TARGETS AND ASSESSMENTS - *the be completed Line Manager*

TARGET	ASSESSMENT LEVEL				COMMENTS
	A	B	C	D	
1. Knowledge of Job Role and duties Standard: Understands and demonstrates the requirements of the role and its' contribution to the Council					
2 Quality of Work Standard: Good quality work that is error free and to the standard which the Council sets					
3. Technical Ability Standard: Manual/Numeric/Operational skills					
4. Maintaining Good Practice Standard: Understands and maintains the policies, procedure and standards set by the Council					
5. Productivity Standard: Can work alone and produces good quality work, meeting deadlines under normal conditions					
6. Attendance Standard:					
7. Working with Others Standard: Can contribute to and work in a team					
8. Communication Skills Standard:					
9. Initiative Standard: Identifies and performs task as needed. Identifies and offers solutions to problems and issues. Appropriate conduct and judgment.					
10. Supervision/Leadership Staff (where applicable) Standard:					



SECTION D - PLANNING AHEAD - *to be completed by the employee and Line Manager*

(1) Responsibilities

(2) Skills you feel are NOT being utilised

(3) Proposals for development – Your Aims

include information about how the organisation may be able to assist you in achieving these

(4) SMART objectives for coming year



SECTION E - TRAINING FOR THE FUTURE - *to be completed by the employee and Line Manager*

Details of future training requirements

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SECTION F – FINAL COMMENTS - *to be completed by the employee and Line Manager*

Insert any final comments

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PASSED TO	
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ON (date)	
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We agree that the above is an accurate summary of the appraisal discussion and agreed action, and includes an accurate and agreed personal development plan.

SIGNED Employee	
SIGNED Line Manager/Appraiser	

Record the names of any third parties who contributed to the appraisal, including the capacity in which they did so and the nature of their contribution

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This staff appraisal system was reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 13th July 2020

Signed: Steve Boyes (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Original signed copy held on file by the Parish Clerk.