

Your Performance Appraisal

Use the questions below to assist you and your appraiser to have a helpful and constructive discussion when you meet for your appraisal. Please make sure you send a copy of the completed sheet to your appraiser so it can be used during your appraisal.

Objectives and Achievements

Looking at the objectives you agreed at your last appraisal, what steps have you taken to achieve them?

What aspect of your performance this year are you most pleased with?

Are there any difficulties or problems you have encountered in your role during the last 12 months?

What do you think will be your main tasks and responsibilities for the coming year?

What, if anything, *do you believe* prevents you from doing a good job?

Personal Development

Have you completed any training or personal development activities over the last 12 months? *(If Yes, please comment on how you have used these new skills)*

Are there any areas in your role where you believe further personal development or training solutions would help you to achieve your performance/objectives?

(Remember development can include informal methods such as mentoring, coaching and shadowing as well as formal training courses (including web based))