**Annual Staff Appraisal  
PART A: Self-Appraisal (Sections 1-4)**

**Name of Appraisee:**

**Name of Appraiser: Chris Brockway**

**Looking Back…**

1. **Highlights, achievements and strengths…**
   1. **What have been your main successes or achievements during the review period and why?**

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* 1. **What particular challenges, if any, have you had to overcome during the review period?**

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* 1. **Considering your responses to 1.1 and 1.2, what further support, if any, would have been helpful to enable you to have been more effective in these activities?**

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1. **Review of performance against objectives…**

**2.1 Describe your performance against your key responsibilities**

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| **Job Responsibilities** | **Expected Outcome(s)** | **Actual Outcome(s)** | **How would you rate your performance in this area (wholly met, partially met, not met)?** | **What evidence is available to support your view?** |
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**3. Your development…**

3.1 What training and development activities have you undertaken since your last review?

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| **Development activity** | **Date of activity** | **Why did you do this?** | **What impact has this had on your work?** | **Duration of each activity, expressed in full/half-days** |
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3.2 How would you rate your overall performance during the past year, using the following descriptors?

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| **4 =**  **Exceptional** | This level describes someone whose performance is outstanding in all aspects of their work . |
| **3 =**  **Good** | This level describes someone who is consistently effective in demonstrating high standards of performance in undertaking their role. They meet all of their objectives and have a clear understanding of how their work contributes to the overall success of CBC. |
| **2 =**  **Satisfactory** | This level describes someone whose performance is generally effective in undertaking their role. They meet most of their objectives and normally understand how their work contributes to the overall success of CBC. |
| **1 = Unsatisfactory** | This level describes someone who is performing below the level required of their role. They do not meet most of their objectives and have difficulty keeping on top of their work. |

Use the space below to enter your personal rating and add any comments that might be helpful to the appraisal.

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# Looking ahead…

## 4. Your objectives and development needs for the year ahead…

**4.1 Your objectives**

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| Objective | Reason for the objective | How will the objective be measured? |
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**4.2 What development or training will you need, if any, to enable you to achieve these objectives?**

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| Development/Training Activity | State how this will contribute towards your objective(s) - be specific | **Resources required (including time, equipment, funding, etc.)** |
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**4.3 Is there any other support you anticipate that you will need during the year ahead?**

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