

Staff Appraisal



Name: _____

Post held: _____ Date: _____

Period of review from: _____ to: _____

What have been your key strengths/achievements during this review period?

Appraiser's Comments

SAMPLE

What do you consider to be your key areas for further development/improvement?

Appraiser's comments

SAMPLE

What areas of your job;

Do you most enjoy?

Do you find most challenging?

Feel you need further support with?

Appraiser's Comments

SAMPLE

Which training have you attended this year?:

-
-
-
-
-

Which training have you applied within the provision?:

Which training is needed to help you fulfil your job description?: First Aid, Safeguarding, Food hygiene, SENCO

What training would you like to attend for your personal development?:

Any other comments

Appraiser's comments

Signed by Employee

Date

Signed by Manager

Date