

Appraisal meeting document

Appraisal meeting document, to be complete by appraiser during the meeting and then signed by both appraiser and appraisee at the meeting.

Jobholders Name		Review date	
1. In the period under review, what has gone well, and why?			
2. In the period under review, what has gone less well, and why?			
3. What factors have affected your performance?			
4. What can be done differently in the next period?			
5. Is there anything your manager could have done to improve your performance?			
6. What have you enjoyed most, found least interesting, and why?			

7. What have been your major achievements and successes in the period under review

8. What skills do you need to improve? What help can we give you in those areas?

9. Positives

10. Areas for improvement

11. Targets agreed

Agreed

Jobholder

date

manager

date