

Staff Annual Appraisal

Confidential when complete

Name

Position

Date

General

The Council's Annual Review is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition it allows you to consider obstacles to success and helps you to find ways of removing them.

The Objectives for the Appraisal are:

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities;
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

To the post holder

Please review your current job description and objectives and comment on the achievements you feel you have made this year and the problems that have occurred. Note any significant departures from the job description as written and why this has occurred together with any impact that it has had on attainment of your priorities.

Indicate where you feel that there are opportunity areas for developing your job and role with an explanation of the benefits to the Council as well as likely costs.

Where you identify either a resource, support or knowledge-base issue as producing reasons for not achieving your priorities, be quite open and honest. In that way the Council can best consider how to offer the support that may be needed, or restructure the job.

To the Appraiser/ Line Manager

Consider carefully what has been written and be prepared to explore fully any issues that have been raised, as well as those you wish to raise independently. Give adequate time for discussion.

Section 1

To be completed by the post holder.

Look at the most important aspects of your jobdescription and note what the objectives and priorities were for the year. How did it go?

Job description item	Objectives and priorities	What did you achieve?	What problems did you have?

Consider your role. Do you feel that the job description adequately describes the job? What would you add or remove? Do you understand how your role contributes to meeting the Council's overall objectives? What do you believe your objectives and priorities should be for the coming year? What help (e.g. training) do you feel you need to achieve them? Use a separate sheet if you wish.

Section 2

To be completed by the post holder and appraiser/ line manager

Objectives agreed for the coming year. These should be SMART – Specific, Measurable, Achievable, Relevant, and Time-bound.

Job description item	Agreed objectives and priorities for the coming year	What would you like to achieve in the coming year relating to these objectives and priorities?	What training or support will you need to achieve this?

Section 3

To be completed by the appraiser/ line manager

Consider what the employee has written in Section-1 and make your own comments. Concentrate on areas where there are difficulties or disappointment noted, or where there is a specific wish to receive support in some form. The objectives should cover key aspects of the post holder's job. They should have direct relevance to the Council's aims and objectives for the next year.

Comment here on the overall performance. How did it go from the council's viewpoint? Do you agree with the assessment of achievements and problems? Are there any other areas which you would like to discuss?

Do you agree with the proposed list of Objectives and Priorities? Are there any which you believe should be added or removed?

Section 4

To be completed by the line manager and post holder following the review meeting

- 1) We have reviewed the past year and agreed a set of objectives and priorities for the coming year.
- 2) We have / have not revised the job description which is / is not attached.
- 3) We have / have not agreed a plan of other development actions including training and this is / is not attached.
- 4) The post holder has / has not made additional comments and these are / are not attached
- 5) The line manager has / has not made additional comments and these are / are not attached.

Signature of Post Holder.....

Signature(s) of Appraiser.....

Date.....