

# *Performance Appraisal Form*

*Employee Name*

*Job Title*

*Appraisal Performed By*

*Date*

*r*

## *Performance Against Objectives*

*Goals & Objectives For The  
Last 6/12 Months*

*Achievements / Results*

*Advise Better  
Live Better*

# *Performance Appraisal Form (continued)*

## *General Assessment of Performance*

*Achievements*

*Areas of Improvement*

*Advise Better  
Live Better*

# *Performance Appraisal Form (continued)*

## *Performance Improvements Required*

*Area*

*Measure*

*Action Required*

*By When*

*Advise Better  
Live Better*

# *Performance Appraisal Form (continued)*

## *Goal & Objectives For the Next 6/12 Months*

*Goals & Objectives*

*Desired Results / Achievements*

*Advise Better  
Live Better*

# Performance Appraisal Form *(continued)*

## *Personal & Professional Development*

Assessment of potential - an indication of whether and when a role change, role expansion and/ or promotion is appropriate. Identify other suitable jobs within the company and actions required.

*Potential Role*

*Action Required*

*By When*

*Other Comments*

*Signed (Appraisee):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Appraiser's Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

*Position:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Advise Better*  
*Live Better*