**Appraisal 2018-19 - Looking Back - Preparation Form**



* This form is designed to help you prepare for the ‘Looking Back’ aspect of your appraisal meeting.
* **You will need to make a copy of this form before editing.**
* You should complete it and send a copy to your manager before the appraisal meeting.
* You can use this to help structure the meeting, and adjust it to reflect your discussion.
* You also need to complete a ‘Looking Forward’ Preparation form to help you to plan for the year ahead.
* Please do not fill this form if this is your first formal staff appraisal review. You only need to complete 'Appraisal Form 2 - Looking Forward Preparation Form'.

**Section One: Essential Details**

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| Name of Employee |  | Directorate |  |
| Employee Personal Reference Number |  | Name of Line Manager who conducted the appraisal |  |
| Job Title |  | Date of Appraisal |  |

**Overall Ratings:**

Overall Rating:

4 : Outstanding

3 : Good

2 : Satisfactory

1 : Unsatisfactory

**Section Two: Objectives**

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| --- | --- |
| **Objective 1** |  |
| **Objective 1 completion status** (Exceeded/Completed / Partially Completed / Not completed) |  |
| **Comments** (Key actions taken and other relevant information) |  |
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| **Objective 2** |  |
| **Objective 2 completion status** (Exceeded/Completed / Partially Completed / Not completed) |  |
| **Comments** (Key actions taken and other relevant information) |  |
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| **Objective 3** |  |
| **Objective 3 completion status** (Exceeded/Completed / Partially Completed / Not completed) |  |
| **Comments** (Key actions taken and other relevant information) |  |
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| **Objective 4** |  |
| **Objective 4 completion status (Exceeded/Completed / Partially Completed / Not completed)** |  |
| **Comments (Key actions taken and other relevant information)** |  |
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Section 3: Employee Review Comments

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| **What other achievements over the last 12 months should be recognised and celebrated? List below.** |
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| **What learning activities have you undertaken during the past 12 months? How have you have applied this learning in your job? List below.** |
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| **What other feedback or observations about the company, your work and our customers would you like to record?** |
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Section Four: Summary from Appraisal Meeting

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| **Manager comments** |
| **Has the individual met their Job Description? Has any capability related action been required this year?** |
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| **Final Employee Comments** |
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| **Countersigning / Senior Manager Comments** |
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