

# performance appraisal form template

usage guide

org/division/dept:	location/based at:	
name: [REDACTED]	position:	ref:
year or period covered:	time in present position:	length of service:
appraisal date & time:	appraisal venue:	appraiser:

**Part A** Appraisee to complete before the interview and return to the appraiser by (date)

## A2 Discussion points:

**A1** State your understanding of your main duties and responsibilities.

1. Has the past year been good/bad/satisfactory or otherwise for you, and why?

*Past year was good . I've got the documents.*

*And not good part is I've stopped to travel with You and don't spend most of my time w You. I found it difficult to understand my responsibilities now and what I'm exactly doing for You.*

2. What do you consider to be your most important achievements of the past year?

*My documents !*

*! Understanding better quality and value of the money and correct spending of it-budgeting .*

*And I realized what exactly is mine for the future, what I can do and what i have to do for that to achieve these ideas and dreams.*

3. What do you like and dislike about working for this organisation?

*I like to be organize and follow exactly directions I do have .*

*I love to do creative projects for You . Like some design and everything about it . I used to love to travel with You and be around .*

4. What elements of your job do you find most difficult?

*Difficult elements is when I don't have a correct plan what I have to do and follow the instructions , when I don't understand my responsibilities . When I feel that I'm not around You and I don't do anything helpful for You.*

5. What elements of your job interest you the most, and least?

*You my biggest interest . Your inspiration .Your Creative view .they way You see things – design- beauty-everything!  
I love to do for You everything creative .*

6. What do you consider to be your most important aims and tasks in the next year?

*I want and I have to study a [REDACTED] is the only one place I'm definitely understand that I could be a professional , this is 100% is mine and its strong feeling which is going to lead me to success .*

7. What action could be taken to improve your performance in your current position by you, and your boss?

*I'm always around to help and do whatever You need , but in same time I wish to study at the [REDACTED] ,so after getting those skills I can really do work.  
Properly .and do my own business .*

*I believe that I can manage during the next year study at school and helping You. You are my priority and I'm going to miss the classes if its necessary for You, for Your any trips and whatever You need from me .*

*Because for now being without any American degree and Russian girl it is the journey to nowhere.*

8. What kind of work or job would you like to be doing in one/two/five years time?

*now I understand what I want to do! what I'm passion about , my art, paintings and drawings .and how result to be successful in art society . to have my own art galleries.*

9. What sort of training/experiences would benefit you in the next year?  
Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.

*You love art , and You buying it .You told me I have a good eye . and if in Your opinion I have talent . please let me follow that . Its really what excites me the most . to be really good at something what you are talented.*

**A3** List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):

**objective measure/standard score comment**

**A4** Score your own capability or knowledge in the following areas in terms of your current role requirements (1- 3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate bring evidence with you to the appraisal to support your assessment. The second section can be used if working towards new role requirements.

1.commercial judgement	3
	4
2.product/technical knowledge	8
	7
3.time management	6
	6
4.planning, budgeting and forecasting	5
	7
5.reporting and administration	7
	9
6.communication skills	7
	7
7.delegation skills	6
	6
8.IT/equipment/machinery skills	9
	9
9.meeting deadlines/commitments	
10. creativity	
11. problem-solving and decision-making	
12. team-working and developing others	9
13. energy, determination and work-rate	
14. steadiness under pressure	

15. leadership and integrity	
15. adaptability, flexibility, and mobility	
15. personal appearance and image	

others (for current or new role):18. corporate responsibility and ethics

**A5** In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next year. Again, also think of development and experiences outside of job skills - related to personal aims, fulfilment, passions.

*During the next year I would love to study and when You need me to travel w You , and be around . From You I'm always learning something new .I still wish to do for You some design .*

*And during the next year I would love to get more skills at my school and start promoting my drawings and paintings so I can sell it .I know I'll be good at that .*

*I just need some little help with that . because without any contacts and connections it's a very long way to upstairs . but I know I can do that !*