

**PERFORMANCE EVALUATION AND DEVELOPMENT FORM**

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| **Section 1: Employee and Assessor Details** | | | | | | |
| Employee Name & Surname: | | | Click or tap here to enter text. | | | |
| Role/ Post assigned: | | | Click or tap here to enter text. | | | |
| Department: | | | Click or tap here to enter text. | | | |
| Date of Employment: | | | Click or tap here to enter text. | | | |
| Date & Time of Review Meeting | | | Click or tap here to enter text. | | | |
| Period Under Review: | | | Click or tap here to enter text. | | | |
| Assessor Name & Surname: | | | Click or tap here to enter text. | | | |
| Assessor's Current Position: | | | Click or tap here to enter text. | | | |
| **Section 2: Self-Evaluation**  (This section is to be filled in by the student before review meeting.) | | | | | | |
| 1. How would you summarise your overall performance over the past few months? | | | | | | |
| Click or tap here to enter text. | | | | | | |
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| 2. What were your main achievements?  (Please provide specific examples of projects you have successfully implemented). | | | | | | |
| Click or tap here to enter text. | | | | | | |
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| 3. What are the things that made you look forward to go to work? | | | | | | |
| Click or tap here to enter text. | | | | | | |
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| 4. What were the areas where you feel you could have improved on? | | | | | | |
| Click or tap here to enter text. | | | | | | |
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| 5. Do you have any suggestions for your manager to help you make your experience better next time? | | | | | | |
| Click or tap here to enter text. | | | | | | |
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| Appraiser's Comments: | | | | | | |
| Click or tap here to enter text. | | | | | | |
| **Section 3: Goals & Objectives**  (The objectives are to be set out at the beginning of the placement and are to be followed-up during a meeting held prior to placement termination.) | | | | | | |
| **Goals/Objectives** | | | **Key Performance Indicators** (How would the appraisee know he/she succeeded) | | | **End of Placement Status** |
|
| **A** | Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
|
|
| **B** | Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
|
|
| **C** | Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
|
|
| **D** | Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
|
|
| **E** | Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
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| **Please enter your comments with regards to the performance related to this placements’ objective.**  (The scoring is on a scale from 1 to 5, with 1 being the highest and 5 being the lowest) | | | | | | |
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| **Goal/Objective** | | **Employee Comments** | | **Employee Rating** | **Appraiser Comments** | **Appraiser Rating** |
| **A** | | Click or tap here to enter text. | | Choose an item. | Click or tap here to enter text. | Choose an item. |
| **B** | | Click or tap here to enter text. | | Choose an item. | Click or tap here to enter text. | Choose an item. |
| **C** | | Click or tap here to enter text. | | Choose an item. | Click or tap here to enter text. | Choose an item. |
| **D** | | Click or tap here to enter text. | | Choose an item. | Click or tap here to enter text. | Choose an item. |
| **E** | | Click or tap here to enter text. | | Choose an item. | Click or tap here to enter text. | Choose an item. |
| **Section 4: Employee's Development Review and Career Progression**  **(**The student must complete the section below before sending the form to the Appraiser. The Appraiser must then add his/her comments where necessary, prior to the review meeting. This will then be followed-up with a detailed discussion during the review meeting.) | | | | | | |
| 1. List Key Training undertaken during the period under review | | | | | | |
| Click or tap here to enter text. | | | | | | |
| 2. Highlight key learnings, knowledge and skills gained or reinforced through work assignments and informal on the job training | | | | | | |
| Click or tap here to enter text. | | | | | | |
| 3. Does the student want to further his/her career within the sector how does he/she see it happening? | | | | | | |
| Click or tap here to enter text. | | | | | | |
| 4. In the student’s opinion what training does he/she require to develop further? | | | | | | |
| Click or tap here to enter text. | | | | | | |
| 5. In the appraiser’s opinion what training does the appraisee require to develop further? | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Appraiser's Comments | | | | | | |
| Click or tap here to enter text. | | | | | | |
| Student’s Comments | | | | | | |
| Click or tap here to enter text. | | | | | | |
| **Section 5: Conclusion and Rating** | | | | | | |
| Student’s Overall Self-Rating | | | | Appraiser’s Overall Rating | | |
| Choose an item. | | | | Choose an item. | | |
| Student’s Overall Comments | | | | Appraiser’s Overall Comments | | |
|  | | | |  | | |
| Student’s Signature | | | | Appraiser’s Signature | | |
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**Annex – Detailed Descriptors of Performance Score Ratings**

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| Rating | Meaning | Detailed Description |
| 1 | Exceptional (Outstanding) | Exceptional accomplishments.  Always exceeds all objectives.  A major contributor to the team and to the Company’s mission.  Very high quality of work, highly professional – “Promotional material” |
| 2 | Exceeds Expectations | Consistently meets the requirements of the job in all aspects and frequently exceeds some of the assigned objectives.  A strong contributor to the Company’s mission.  Has a professional approach to work and clients. |
| 3 | Good | Meets job requirements and objectives.  The normal level of performance expected for “doing your job well”. |
| 4 | Needs Improvement | Meets some of job requirements and objectives; but more is expected from the individual to reach the desired levels. |
| 5 | Poor (Unsatisfactory) | Fails to meet objectives.  Does not meet the minimum requirements of the position or only occasionally acceptable.  Not a team player.  Quality of work inconsistent or incomplete.  An inappropriate attitude may exist. |