

**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** |
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| **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. |
|
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| **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 |
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| 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. |