

PERFORMANCE EVALUATION AND DEVELOPMENT FORM

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.	
2. What were your main achievements? (Please provide specific examples of projects you have successfully implemented).	
Click or tap here to enter text.	

3. What are the things that made you look forward to go to work?

Click or tap here to enter text.

4. What were the areas where you feel you could have improved on?

Click or tap here to enter text.

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.

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.	
<p>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)</p>				
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

Annex – Detailed Descriptors of Performance Score Ratings

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