

performance appraisal form template

org/division/dept:		location/based at:	
name:	position:		age:
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)

A1 State your understanding of your main duties and responsibilities.

A2 Discussion points:

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

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

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

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

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