

Performance Appraisal Form (Appraiser)

Appraisee's Name:

Appraiser's Name:

Period Covered by this Appraisal:

1. Appraisee's Main Duties and Responsibilities

2. Discussion Points

Question	Appraiser's Assessment	Discussion Assessment
1. Has the past year been good / bad / satisfactory or otherwise for Appraisee, and why?		

Question	Appraiser's Assessment	Discussion Assessment
2. What do you consider to be the Appraisee's most important achievements of the reporting period?		
3. What do you consider to be Appraisee's likes and dislikes in respect of working for the Council?		

Question	Appraiser's Assessment	Discussion Assessment
4. What elements of the Appraiser's job do you consider to be most difficult?		
5. What elements of the Appraiser's job do you consider to be the most, and the least interesting?		
6. What do you consider to be the Appraiser's most important tasks in the next year?		
7. What action could be taken to improve the Appraiser's performance in the current position and by the Appraiser's manager/ supervisor?		
8. What kind of work or job would you expect the Appraiser to be doing in one/two/five years' time?		
9. What sort of training / experience would benefit the Appraiser in the next year?		

3.1 Objectives and Performance

Objective	Measure/Standard	Appraiser's Score	Final Score	Comment
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

3.2 Comments

4. Capability and Knowledge

Criteria (for current or new role)	Score		Other Criteria (suggested by Appraisee)	Score	
	Appraiser	Final		Appraiser	Final
1. grounds maintenance knowledge and practical skill			13		
2. safe operation of machinery, vehicles and power tools			14		
3. health and safety awareness (including PPE and safe systems of work).			15		
4. attendance, punctuality and reliability			16		
5. quality of work and attention to detail			17		
6. communication with colleagues and members of the public			18.		
7. customer service and helpfulness			19.		
8. team working and supporting the Warden			20.		
9. care of vehicles, machinery and equipment			21.		
10. environmental awareness and countryside management			22.		
11. professional conduct and representing Old Catton Parish Council and Catton Park Trust positively			23.		
12. commitment to personal development and undertaking relevant training			24.		

Scoring Guide

Scores should be based on performance demonstrated throughout the appraisal period, taking into account consistency, quality of work and overall contribution

Score	Description
5	Outstanding – Consistently exceeds the required standard and regularly demonstrates initiative
4	Good – Regularly meets and sometimes exceeds the required standard.

- 3 Competent – Consistently meets the required standard
- 2 Requires Improvement – Sometimes falls below the required standard; improvement needed
- 1 Unsatisfactory – Frequently fails to meet the required standard

5. Overall Performance Rating

Outstanding / Good / Competent / Requires Improvement / Unsatisfactory

6. Overall Comments

7. Development Objectives for Next Appraisal Period

Objective	Measure/Standard
1. Development objectives agreed during this appraisal:	
2.	
3.	
4.	
5.	
6.	
7.	

8. Career Options, Promotion

9. Training and Development Support

To be identified and discussed with the Clerk.

10. Any Other Issues (to be covered separately outside of this appraisal)

Appraisee Name:		Appraiser Name:	Ms Sarah Vincent
Signature:		Signature:	
Date:		Date	

Data Protection Policy

The information provided by you on this form will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 1998 and the Council's Data Protection Policy.

