



performance appraisal template

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## PERSONAL DETAILS

Employee Name

Position

Department

Date Commenced

Supervisor Name

Position

Date



Consider limiting staff to two or three goals at a time so they aren't trying to focus on too many things.

# REVIEW OF RESULTS

## PERFORMANCE OBJECTIVES

			RATING		
	RESULTS ACHIEVED	SUPERVISOR'S COMMENTS	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
Objective 1					
Objective 2					
Objective 3					

**PERFORMANCE DEVELOPMENT GOALS**

	SUPERVISOR'S COMMENTS	RATING		
		ACHIEVED	STILL WORKING ON	NOT MET
Goal 1				
Goal 2				
Goal 3				

## GENERAL DISCUSSION ITEMS

(eg. Problems that hinder performance; Workplace change; Highlights and accomplishments; Career opportunities)

# PERFORMANCE PLAN

## PERFORMANCE OBJECTIVES FOR THE NEW PERFORMANCE CYCLE

(Set new performance objectives that align with organisational strategy and business plans for the next performance cycle)

GOALS	COMPETENCIES REQUIRED	KEY ACTIONS
Objective 1		
Objective 2		
Objective 3		

## PERFORMANCE DEVELOPMENT GOALS FOR THE NEW PERFORMANCE CYCLE

(Set new personal development goals based on performance results and career development aims)

GOALS	COMPETENCY AREA	DEVELOPMENT ACTIVITIES
Goal 1		
Goal 2		
Goal 3		

EMPLOYEE COMMENTS

Signature:

Date:



MANAGER'S COMMENTS

Signature:

Date:

REGULAR CHECK-IN NOTES

Blank lined area for notes.

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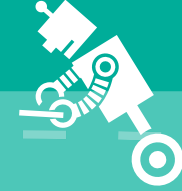
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