**Template Performance Appraisal**

**Employ**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | First Name | Position | Organizational Unit |
|  |  |  |  |

**Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | First Name | Position | Organizational Unit |
|  |  |  |  |
| Date of Appraisal |  | Review Period | From To |

**Rating**

|  |  |
| --- | --- |
| 5 = Exceptional | Consistently exceeds expectations |
| 4 = Exceeds expectations | Consistently meets and frequently exceeds expectations |
| 3 = Meets expectations | Consistently meets and occasionally exceeds / fails to meet expectations |
| 2 = Below expectations | Frequently fails to meet expectations |
| 1 = Unsatisfactory | Consistently fails to meet expectations |

**Main responsibilities**List the major responsibilities in approximate order of importance.

**Competencies**List the knowledge, experience and capabilities required to fulfill the areas of above responsibilities.

**Part 1: Overview of the past year**

1. **Past Goals and Achievements** (refer to the goals from last year)

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals / Responsibilities** | **Supporting comments on target achievements** | **Self**  **rating** | **Supervisor rating** |
| **Total rating** | |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Competencies Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Basic Competencies** | **Supporting comment** | **Self**  **rating** | **Supervisor rating** |
| **Total rating** | |  |  |
| *List the position specific competencies* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Core Competencies** | **Supporting comment** | **Self**  **rating** | **Supervisor rating** |
| *List the core competencies of the organization (often the core values)* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Leadership Competencies** | **Supporting comment** | **Self**  **rating** | **Supervisor rating** |
| *For supervisory / managerial positions only* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Overall Evaluation**

|  |  |  |
| --- | --- | --- |
| **Evaluation areas** | **Weight** | **Rating** |
| **Past goals and achievements** | **60%** |  |
| **Competencies evaluation** | **40%** |  |
| Basic competencies | 30% |  |
| Core competencies | 30% |  |
| Leadership competencies | 40% |  |
| **Overall rating** | **100%** |  |

**Part 2: Next steps for the following year**

1. **Development Plan**

Please fill in only the top 3 strengths and top 3 areas of improvements

|  |  |
| --- | --- |
| **Strengths** | 1.  2.  3. |
| **Areas of improvement** | 1.  2.  3. |
| **Development plan** (Outline developments / training that will enhance the employee’s contribution to the organization.) |  |

1. **New Goals**

|  |  |
| --- | --- |
| **Goals (specific, measurable, attainable, realistic, timely)** | **Results / Deliverables** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Signature of Employee: Date:

Signature of Supervisor: Date: