**Performance, Planning and Review**

**Assessment Form**

**(for employee and manager completion)**

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| **Employee completion** | **Appraiser completion** |

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| **Employee Name:** | **Job Title:** |
| **Appraiser Name:** | |
| **Division /Department :** | **Date of Review:** |

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| Objectives – *Objectives section* *to be completed by the employee in advance of form submission to the appraiser*  Have all objectives been delivered? Highlight particular good examples, and reasons why not if any have not been delivered. | |
| Objective 1 -Detail of objective | |
| Achieved / Partially Achieved / Not Achieved *delete as appropriate*  Comment: | |
| Objective 2 - Detail of objective | |
| Achieved / Partially Achieved / Not Achieved *delete as appropriate*  Comment: | |
| Objective 3 - Detail of objective | |
| Achieved / Partially Achieved / Not Achieved *delete as appropriate*  Comment: | |
| Objective 4 - Detail of objective | |
| Achieved / Partially Achieved / Not Achieved *delete as appropriate*  Comment: | |
| Objective 5 - Detail of objective | |
| Achieved / Partially Achieved / Not Achieved *delete as appropriate*  Comment: | |
| Objective 6 - - Detail of objective | |
| Achieved / Partially Achieved / Not Achieved *delete as appropriate*  Comment: | |
| Other achievements: | |
|  | |
| Behaviours – How have the objectives been delivered? | |
| Examples:  Innovation  Collaboration  Expertise | |
| What’s gone well and why? | What could have gone better and why? |
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| Personal Development Plan - What progress has been made to date? Is all statutory and mandatory training up to date? | |
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| **Employee’s Assessment – Comments** |
| *To be completed by the employee in advance of form submission to the appraiser* |

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| **Appraiser’s Assessment – Comments** |
| *To be completed by the appraiser prior to moderation and shared with employee at the 1-1 appraisal meeting* |

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| **Objective Rating** | | **Emp.** | **Apr.** |
| **1** | **Excellent performance –** Exceptional performers only. Demonstrable evidence to be provided. Core job accountabilities exceeded. All objectives (100%) met. Makes an exceptional contribution to the team. |  |  |
| **2** | **Good performance –** Above average performers.Good delivery in all areas of core job accountabilities including punctuality, professionalism etc. Most objectives (circa 75%) met. |  |  |
| **3** | **Partial achievement –** Acceptable performerswith identified areas for improvement. Satisfactory delivery of core job accountabilities, including punctuality, professionalism etc. Some objectives met (circa 50%). |  |  |
| **4** | **Unsatisfactory performance -** Unacceptable delivery of core job accountabilities, including punctuality, professionalism etc. and/or significant proportion of objectives not met (less than 50%) |  |  |
| Comments: | | | |
| **Behaviour Rating** | | **Emp.** | **Apr.** |
| **1** | **Excellent performance -** Is a role model for Viapath values. |  |  |
| **2** | **Good performance -** Demonstrates a consistent understanding and application of Viapath values. |  |  |
| **3** | **Partial achievement -** Has an understanding of Viapath values. |  |  |
| **4** | **Unsatisfactory performance -** A lack of understanding and application of Viapath values. |  |  |
| Comments: | | | |

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| **Summary of Appraisal Meeting** |
| *Completed after 1-1 appraisal meeting* |

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| **Job Description of individual has been reviewed**  *Tick to confirm* |