



Name	
Organisation	
Year	

1. Overall assessment of Performance

The performance of the individual in their role has been assessed through a formal appraisal process as (*indicate with an 'x'*)

Outstanding	Fully Satisfactory	Generally Competent with Areas for Improvement	Poor

2. Specific Strengths and Aspirations

3. Learning and Development Needs

4 Any further comments, including what action points have been agreed to address issues needed to raise performance to a higher level.

Appraiser	
Signed	
Name	
Position	
Date	

Appraisee	
Signed	
Name	
Position	
Date	