

Wexford Arts Centre Staff Performance Appraisal Form

Appraisee's Self-Evaluation

The Job

Please attach your up-to-date job description.

What you have done

How well did you achieve last year's goals?

How you did it

What do you do well?

What aspects of your job could you do better?

What would/could help you to improve (including any help/support from your manager or any training and development)?

How effective was any training or development you received?

What next?

Do you see yourself or your role developing in the next year? If so how?

Are there any training and development implications?

PART B: Evaluation by Appraiser***Appraiser's Performance Assessment***

Please comment on the following areas of work. Please recognise good and excellent work, but also indicate any areas needing development

- (i) *Quality of work*
- (ii) *Productivity*
- (iii) *Use of Initiative*
- (iv) *Team Skills*
- (v) *Customer Care Skills (if applicable)*
- (vi) *Training Skills (if applicable)* *Trouble shooting*
- (vii) *Supervisory Skills (if applicable)*

Review of last year

Please add any comments about the achievement of last year's goals.

Recording success

Are there any areas, tasks or projects that the appraisee has undertaken particularly well?

If Yes please give brief details:

Planning improvements

Are there any areas of work currently requiring support, training, guidance or clarification?

If Yes please give brief details:

The future

How do you see the job and/or the jobholder developing over the next year?

CONFIDENTIAL:

Section C: Agreed goals and outcomes

Agreed goals for the year ahead.	
Training and Development implications? <i>What needs to be learnt/developed?</i>	
How will these be achieved? <i>How will it be learnt/developed?</i>	
Resources required (including staff time)?	
How will success be measured?	

Name of member of staff

Date.....

Date of Meeting to monitor goals

Section D. Further comments

Comments by Appraiser

Comments by Appraisee

Appraisee	Appraiser
..... <i>Signature</i>	 <i>Signature</i>
..... Date	 Date