



PERFORMANCE REVIEW

Employee Preparation Form / Record of Appraisal Meeting Form

NAME:

Manager:

Department:

Date of Appraisal:

Date of next Interim Review:

Date of next Appraisal:

Based on your job description and current work assignments please answer the following questions. If you need more space, please attach more pages. An automated version of this form is available from the HR Dept. Your manager will summarise your discussion at the Appraisal Meeting by adding to your comments during or immediately after the meeting, and will agree objectives with you and note them on the final page of this document. You should then note your progress on achievement of objectives over the next 6 months and will have an Interim Review Meeting at which your manager will discuss and comment on your achievement of your objectives.

SELF APPRAISAL

1. Please list your most significant accomplishments and contributions during this review period

2. Describe any factors, positive or negative, you feel may have helped or hindered you in meeting your formal or informal goals or objectives

3. In your opinion, how does the work you perform align with or support the objectives of the department and the overall goals of the United Synagogue?

PLANS FOR YOUR FUTURE DEVELOPMENT

1. What skills do you have that you feel could be used even more effectively?

2. List 2-4 of your career goals for the coming year and indicate how you plan to accomplish them

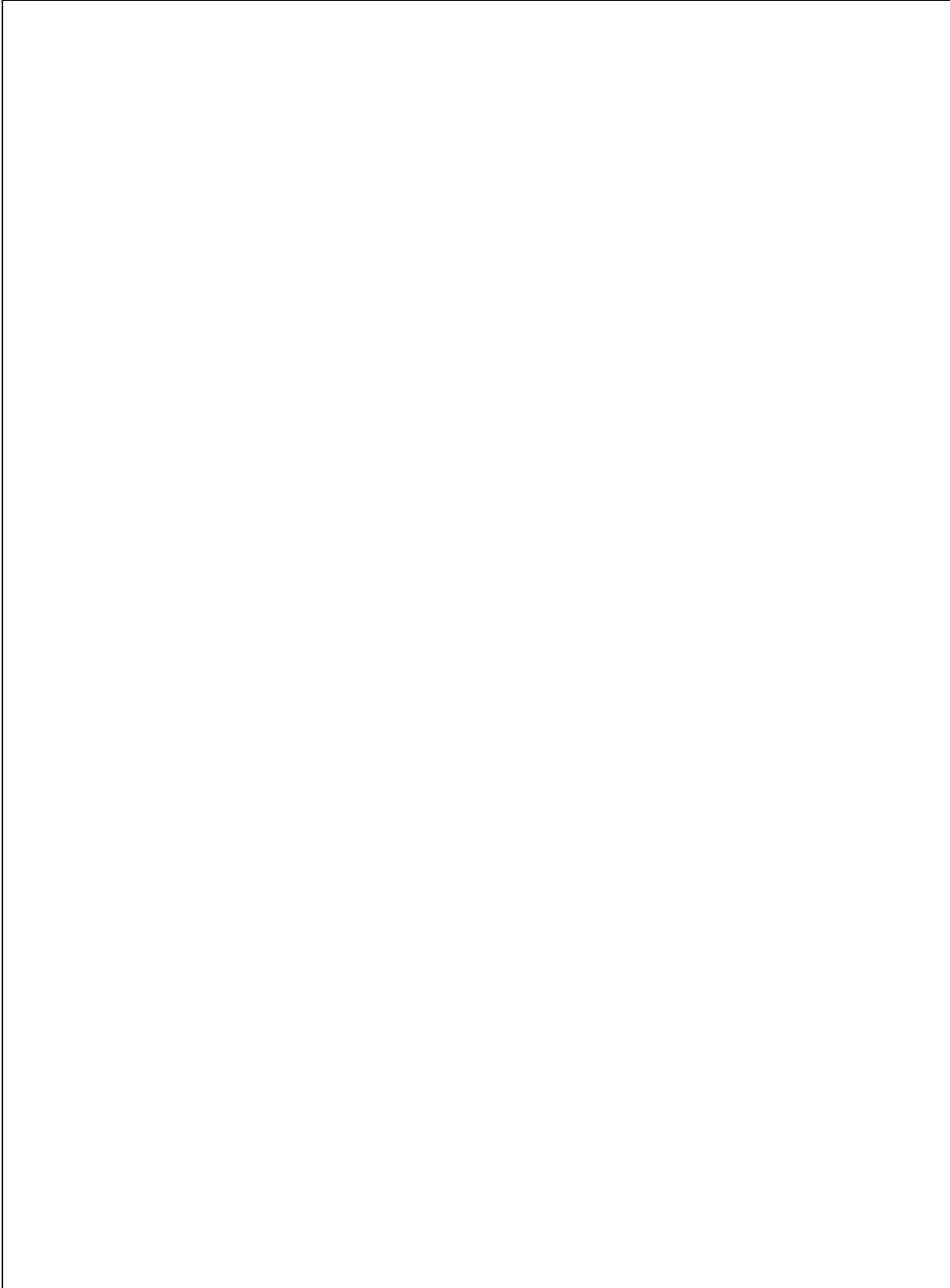
3. Describe the areas you feel require improvement in terms of your own professional development. List the steps you would like to take and/or the resources you need to achieve this

4. The HR department run a number of general courses throughout the year. Please specify which would be of interest/ value in your role and why

- Communication / Interpersonal Skills.....
- Time & Workload Management.....
- Teamwork.....
- Management / Supervisory skills.....
- Giving Performance Feedback & Setting Goals.....
- Innovation and Creativity.....
- Effective Administration.....
- Managing Pressure Positively.....
- Project Management.....
- Interviewing & Selection Techniques.....
- Minute Taking.....
- IT Skills - Excel, Word, Powerpoint, Publisher.....
- Other.....

5. What support do you need to help you to do your job better from your manager and/or through additional resources?

6. Please use this space to provide any additional comments

A large, empty rectangular box with a thin black border, intended for providing additional comments. The box is currently blank.

Key Objectives

Name	Date of Appraisal		Date of next Interim Review	Date of next Appraisal
Key Objective	How will this be Achieved?	Target Date	Employee's Record of Progress over Review Period	Manager's Comments at Interim Review Meeting / Next Appraisal

Smart Objectives: Specific, Measurable, Achievable, Relevant, Timed

For signature during/shortly after the meeting

SIGNATURES

Employee:

Date:

Manager:

Date:

Manager's manager (countersigning officer):

Date: