**Self-Appraisal**

Preparation prior to meeting

Your appraiser will let you know the date, time and location for the appraisal.

So that your appraisal is meaningful, please review the questions below prior to your meeting. Ensure you take your notes with you to the meeting.

**State your understanding of your main duties and responsibilities. Use a separate page if necessary.**

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**Your existing skills (training undertaken should be documented on your individual training record, which is on file)**

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| **Area of work – see your job description** | **Existing skills, including training undertaken in the last 12 months*****(courses, conferences, skills programmes or mentoring, etc, which has helped you in your role)*** | **Relevant qualification?** | **Your development needs for next 12 months****(to discuss)** |
| ***Administration*** | ***Word processing, email, spreadsheets*** | ***RSA Word Processing*** | ***Power point for presentation*** |
| ***Customer Service*** | ***I understand customer needs and deliver a quality service*** | ***None*** | ***Confidence building when dealing with complaints*** |
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**Discussion Points**

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| **List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal)** |
| **What do you consider to be your most important achievements of the past year?** |
| **What elements of your job have you found the most difficult over the last year?** |
| **Overall, how successfully do you feel you have completed your role over the last year?** |
| **What do you consider to be your most important objectives in the NEXT year?** |
| **In light of your current capabilities, your performance against past objectives, and your future personal growth and aspirations, what would you like to focus on during the next year?** |
| **What action could be taken to improve your performance in your current position by you, and your employer?****Action by me:****Action by my employer:** |
| **How do you see yourself progressing in the company?** |
| **Are there any issues that you wish to raise regarding the business? This might include Policies & Procedures, Health & Safety, Working Environment and Work-Life Balance.** |
| **Any other comments** |

Thank you for taking the time to answer the above questions, they will help you.