



PIPELINE
PRODUCTIONS

Staff Appraisal Form

Name:
Job Title:
Manager's Name:
Date:
<p>The purpose of this appraisal is to enable you to discuss your job performance and your future development with your manager and enable the Academy to support with your Continued Professional Development.</p> <p>The discussion should aim to clarify:</p> <ul style="list-style-type: none">• the main scope and purpose of your job.• an agreement on your objectives and tasks.• your training and future prospects. <p>Your manager will go through the below points with you.</p>
<p>Why you think your job is important, how your role fits into the organisation and how it contributes to the aims and achievements of the Academy:</p>
<p>Over the past 12 months, what have you achieved and how well have you achieved it? Consider any targets which were set at your last appraisal:</p>

What have you learnt in the past year and how do you think you have improved?

What challenges do you face in your work? What, if anything, restricts you from working to your potential?

What parts of your job would you say you:

- do best
- do less well
- have difficulty with
- don't enjoy

Describe how you feel about your relationships with:

- other staff
- the students
- the parents/carers

Targets for next year:

What is to be achieved, by when, and how will you know when it's done?

Development Plan for next year:

What do you feel you need to learn, how you will achieve it and who will support you?

Career plan:

What are your career ambitions and how can your employer help you to achieve them?

Any other comments?

Signed (you):

Date:

Signed
(manager):

Date:

Approximate date of review: