COUNTY COUNCIL

CUMBRIA COUNTY COUNCIL
EMPLOYEE APPRAISAL TEMPLATE

Name of Postholder

Post Title

Name of Appraiser

Post Title

Date of appraisal meeting

Date of previous appraisal meeting

How does the employee fit into the directorate/ service / team plan and the council plan?

May 2007

Section 1 – Review of Your Main Objectives & Contribution to Council Plan and Directorate/Service/Team Plans.

What were your main objectives for the year ?	How successful have you been in achieving these objectives	
	Appraisee Comment	Appraiser Comment

Section 2 – Review of Your Past Individual Learning and Development Plan

What did I learn that helped me achieve my objectives for the year ?	What was the impact of any learning and development on my main objectives ?	
	Appraisee Comment	Appraiser Comment

Section 3 – Future Objective Setting and Contribution to Council Plan and Directorate/ Service/ Team Plans

What should be your main objectives be for the year ?	How do these objectives relate to the Council, and Directorate/Service/Team Plan ?	How will your success in achieving these objectives be measured ?	What can your line manager do to support you in achieving these objectives ?
(Up to seven objectives) **Understand how equality and diversity affects my job and how I work with colleagues and the public.**			

Section 4 – Future Individual Learning and Development Plan

What do you need to learn to achieve your main objectives for the year ?	How could you learn this ?	Action agreed (including what support you will need to achieve this learning ?)	Time-scale

Name of Postholder……..Post Title……

Name of Appraiser …….. Post Title……..

Section 5 – Other General Feedback

Other matters raised during the appraisal process (This space can be used for any other relevant matter which the manager and employee wish to record, such as career development or any particular difficulty experienced in the job and how these can be overcome during the next year)
Comment on appraisal process (Appraisees may wish to give helpful feedback on how the appraisal process worked)
Feedback on the work of the Directorate (Appraisees may wish to comment constructively or contribute new ideas to improve service efficiency or effectiveness)

Signature of appraisee

Signature of appraiser

Date