

Reviewer's Copy

Reviewee's Copy

FACT Based Appraisal Sheet

Name		Date issued	
Job Title		Date discussed	

Feedback

Achievements & Strengths

What have you achieved since the last review and what positive attributes have you displayed?

Previous Learning & Development

What learning & development has taken place since the last review?

What has been the impact on performance?

Review of current Job Description

Does your current Job Description still reflect the roles and responsibilities of your position within the organisation? If not what should be changed?

Review of action from last review

Comment on the actions you have taken to address the personal objectives set at the last **Appraisal**?

Areas that need improvement

What aspects of the role are not being fulfilled? What has not been achieved that should have been?

Agree Priorities		
New Objectives / Standards		
Describe the individual's new personal priorities for the next review period using the SET ¹ Standards to be met / SMART ² Objectives for the next 3 months: They should address the areas for improvement above.		
Communicate the big picture		
How do the Agreed Priorities link to Business Vision / Targets and your long term career aspirations?		
Training and development		
Individual Development What key areas need development? What specific learning needs to take place? (To ensure success with the role and new objectives)		
What	How	By When
What is your current level of motivation?		
Very low	1	2
	3	4
	5	6
	7	8
	9	10
		Very high
Other Comments		
Other areas that need discussion during your review process / Summary of issues raised , agreements reached, and further actions where necessary.		

Signed by Individual		Date	
Signed by Reviewer		Date	

Date agreed for next review	
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¹ SET = Specific, Explained, Trained

² SMART = Specific, Measurable, Achievable, Resourced, Timebound.