

Appraisal Form

Name		Position	
Date		Organisation	

SMART Objective	Measures of Success	Performance Achieved
Competency 1		
Competency 2		
Competency 3		
Competency 4		
Competency 5		

Additional Reflections

How have I developed myself? How have I improved? What have I learnt?

The next 3 months

Additional reflections

What support do I need?

Key actions agreed

Performance Summary

Graduate summary

Line manager summary

Performance rating

Rating	Definition	Y/N
Over achieved	Achieved more than expected in an exemplary way	
Achieved	Achieved what was expected in an appropriate way	
Under Achieved	Did not achieve what was expected, nor achieved in the appropriate way	