## Pre-Performance Appraisal Form

Performance appraisals provide opportunities to have in-depth discussions about all aspects of your role and position in the company. They are also an opportunity to acknowledge successes and identify areas for potential improvement.

In advance of your review, please answer the following questions:

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1.	Look back at the time since your last appraisal until now and consider goals and objectives that were set at the time.
	Have you met your goals and objectives?
	What went well?
	What could have gone better?
2.	What do you see as your priorities and objectives for the next period? What would you like to achieve in next 6 /12 months?
3.	What structured training, i.e. on the job training, cross training, formal training, do you need to achieve your career objectives?



## Pre-Performance Appraisal Form (continued)

- 4. Thinking of specific aspects of your role
- What interests you the most?
- What gives you most satisfaction?
- What do you consider to be your main strengths?
- What do you feel you have performed particularly well and why?
- 5. Thinking of specific aspects of your role
- What interests you the least?
- What do you least like?
- What do you consider to be your main weaknesses?



## Pre-Performance Appraisal Form (continued)

•	What do you feel you could have performed more effectively and how?
6.	What do you need from your manager to perform your current job more effectively?
7.	What specific suggestions would you make for the improvement of your performance in your current job? e.g. work organisation, training, the removal of obstacles etc
8.	Which of your skills do you feel are not being fully utilised?
9.	How do you feel we could use your skills identified in point 5?
10.	Have you got any other comments, ideas, concerns or suggestions?

