

Performance Appraisal Form

Reviewing Date: 20/10/19

Employee Name: Sally Brown

Employee ID #: 292161

Position: Secretary

Current Salary: \$60,000 + super (10%)

Date of Next Review: 20/4/20

Performance Category	Scores	Remarks
Ability at the position	8	Sally has a high level of ability to perform the role
Attendance	10	Attendance is high and Sally is always willing to stay if needed
Leadership Ability	8	Could be improved through development
Ability to meet deadlines	10	Sally meets deadlines and exceeds in delivering quality work
Organizational Skills	9	Sally is highly organized to the point where she is exceeding her deadlines. However, once her work is completed, she becomes unproductive and doesn't go above and beyond to find other work
Quality of Work	10	Quality of work is high
Team Work Ability	7	Whilst Sally exceeds her work deadlines, she rarely works with a team to ensure they are also meeting their deadlines
Team Player Abilities	7	Sally may need development in this area as she is an autonomous worker and needs to feel more part of a team

Future Goals Discussed: Sally would like to move into a more team environment and not just be reporting to one person. She would like development in a team environment where she is challenged as she doesn't feel challenged in her current role.

Supervisor / Appraiser Comments: Sally is an asset to the business but needs development in team environments. It would be good to put Sally on a larger project to develop her skills

Employee Comments: Happy with my PR and looking forward to being challenged.