**Employee Name: Position:**

**Appraiser** **:**

**Rating Key**

1. **Proceeding well with performance likely to achieve expectations with additional training and support**
2. **Fully meeting expectations (100%)**
3. **Regularly and consistently exceeds expectations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERFORMANCE / COMPETENCY** |  | | | **COMMENT\*** |
| ***1*** | ***2\**** | ***3*** |  |
| *(insert key job responsibilities here)* |  |  |  |  |
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***\*Nil or minimal comment is required for a 2 rating. Other ratings require comment.***

**EMPLOYEE INDIVIDUAL DEVELOPMENT PLAN**

|  |  |
| --- | --- |
| **EMPLOYEE’S SHORT TERM WORK INTERESTS (1-yr)** | **EMPLOYEE’S FUTURE WORK INTERESTS (3-5 yr)** |
|  |  |
|  |  |
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| **STRENGTHS** | **DEVELOPMENT NEEDS** |
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| **DEVELOPMENT ACTION PLANS** | |  |
| **Include specific training programs, coaching on the job, , work projects or assignments, delegating more challenging work, increase responsibility in current role, reading journals, etc.** | **Commenced** | **Completed** |
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Employee Appraiser

Signature ……………………………... Signature ……………………………..… **Date: / / Date: / /**