

Appendix A – ANNUAL STAFF APPRAISAL FORM

NAME OF EMPLOYEE - *Richard Salmon*

POST HELD – *Parish Clerk*

DATE OF APPOINTMENT – *May 2015*

REPORT FOR PERIOD – *2016/2017*

Current Job - *Parish Clerk*

Purpose of Job – *Administer Parish Business*

Description of duties

Targets

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

Markings

- a) Well above the performance expected
- b) Consistently above the acceptable standard of the grade
- c) Generally achieves the acceptable standard of the grade.
- d) Meets all the requirements of the job
- e) Not quite up to an acceptable standard, shows some general weaknesses
- f) Consistently below the acceptable standard
- g) Performance well below the expected level

1	Knowledge of Duties	A	B	C	D	E	F
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(Comments)

2	Quality of Work	A	B	C	D	E	F
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(Comments)

3	Relations With Others	A	B	C	D	E	F
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(Comments)

4	Communication Skills	A	B	C	D	E	F
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(Comments)

5	Manual/Numeric/Operational skills	A	B	C	D	E	F
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(Comments)

**ATTENDANCE** and any specific factors affecting overall performance

**Training and Qualifications** achieved in the reporting period

**OVERALL ASSESSMENT**  Acceptable  Not Acceptable  
Strengths

Weaknesses

Interests and career aspirations

Comments (include here any out of line potential)

Signature of Appraiser(s): *Steve Chewins*

Position Held: *Parish Council Chairman*

Date: *November 2016*

**ACTION PLAN**

Including action to be taken to improve performance on current job and specific development and training action by:

I have been offered the facility to see this report and I agree  
Appraisee signature

*Richard Salmon, November 2016*