



# Appraisal Form Example



**Farm  
Advisory  
Service**

National Advice Hub  
T: 0300 323 0161  
E: advice@fas.scot  
W: www.fas.scot

<b>Employee's name:</b>	J Bloggs
<b>Job title:</b>	General Farmer Worker
<b>Date of engagement:</b>	20/10/2019
<b>Manager:</b>	A Farmer
<b>Date of meeting:</b>	20/10/2020
<b>Current responsibilities</b>	
Calf feeding TMR feeding Milking assistance	
<b>Performance Review</b> <i>This is based on performance over the year against objectives achieved</i>	
<b>Outstanding performance</b> <i>(Objectives exceeded and basic standards more than fully demonstrated)</i>	Calf Feeding – calves all thriving
<b>Standard performance</b> <i>(Objectives met and basic standards fully demonstrated at required levels)</i>	Milking assistance – fitting in well with helping the dairy-man
<b>Less than standard performance with development needs</b> <i>(Most objectives met but development required to fully meet all objectives)</i>	TMR feeding – Feed wagon computer shows that ingredients filled to within 10% of required level
<b>Unsatisfactory performance</b> <i>(Performance unacceptable; objectives not met and basic standards not demonstrated)</i>	Lateness- 3 times late in the last month
<b>Future Objectives</b>	
Objective/standard 1: Turn up on time as per contract of employment	
Objective/ standard 2: Improve feed wagon accuracy to within 5% of required levels within the next 2 months	
Objective/ standard 3: Build on good work by further reducing calf mortality by 1% over the next year	



The European Agricultural Fund  
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Europe investing in rural areas



Scottish Government  
Riaghaltas na h-Alba  
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**Development and training**

*This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further.*

Attend meeting on cow nutrition to reinforce the importance of accurate feed wagon filling

**Other areas of discussion**

*This section should record any other points raised at the appraisal meeting.*

Joe would like to attend a foot trimming course. It was agreed that this would be reviewed at the next appraisal meeting

**Employee's signature:**

J Bloggs

**Appraiser's signature:**

A Farmer

**Date:**

20/10/2020

**One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.**

