



Appraisal Form Example



**Farm
Advisory
Service**

National Advice Hub
T: 0300 323 0161
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Employee's name:	
Job title:	
Date of engagement:	
Manager:	
Date of meeting:	
Current responsibilities	
Performance Review <i>This is based on performance over the year against objectives achieved</i>	
Outstanding performance <i>(Objectives exceeded and basic standards more than fully demonstrated)</i>	
Standard performance <i>(Objectives met and basic standards fully demonstrated at required levels)</i>	
Less than standard performance with development needs <i>(Most objectives met but development required to fully meet all objectives)</i>	
Unsatisfactory performance <i>(Performance unacceptable; objectives not met and basic standards not demonstrated)</i>	
Future Objectives	
Objective/standard 1:	
Objective/ standard 2:	
Objective/ standard 3:	



The European Agricultural Fund
for Rural Development
Europe investing in rural areas



Scottish Government
Riaghaltas na h-Alba
gov.scot

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.

Other areas of discussion

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

Employee's signature:

Appraiser's signature:

Date:

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

