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**Appraisal Form – Directorate Staff**

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| **Employee’s name:** |  |
| **Job title:** |  |
| **Department:** |  |
| **Manager:** |  |
| **Date of annual appraisal:** |  |
| **Part 1: Review of previous year** |
| **Objectives** | **Appraisee’s Comments** | **Appraisee’s self-assessment** | **Appraiser’s Comments** | **Level of achievement** |
|  |  | Choose an achievement level. |  | Choose an achievement level. |
|  |  | Choose an achievement level. |  | Choose an achievement level. |
|  |  | Choose an achievement level. |  | Choose an achievement level. |
|  |  | Choose an achievement level. |  | Choose an achievement level. |
|  |  | Choose an achievement level. |  | Choose an achievement level. |
|  |  | Choose an achievement level. |  | Choose an achievement level. |
| **Civic Contribution** |  | Choose an achievement level. |  | Choose an achievement level. |
| **Working relationship with colleagues and peers** |  | Choose an achievement level. |  | Choose an achievement level. |
| **Are there any issues that you believe are currently affecting your performance** |  |
| **Could anything be changed to help you to do your job more effectively** |  |
| **Part 2: Performance against LJMU values** |
| **Performance Criteria**  | **How have the LJMU values been displayed over the last twelve months** |
| **Student Focused** |  |
| **Community** |  |
| **Inclusive**  |  |
| **Courageous**  |  |
| **Part 3 : Personal Development Plan (this would usually be completed during the three month review meeting. However, It may be completed during annual appraisal if this is preferable)** |
| **Identified Personal Development** | **Planned Development Activity** | **Financial cost** | **Target date** |
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| **Part 4: Objective setting for next year** |
| **Agreed Objectives**  | **Target date for completion** |
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|  |  |
| **Agreed civic contribution activities** |
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|  |  |
| **Further comments from the Appraisee and Appraiser**  |
| Appraisee: |
| Appraiser: |
| Signature of Appraisee | Date  |
| Signature of Appraiser | Date  |
| **ELT Line Manager Comments:** |

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| **Overall ELT Line Manager Recommendation** |
| [ ] Outstanding level of achievement against objectives and performance criteria | [ ] Satisfactory level of achievement against objectives and performance criteria | [ ] Unsatisfactory performance against objectives and performance criteria |