**[](http://www.ljmu.ac.uk/)**

**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 |