**Annual Appraisal and Personal Development Plan – Professorial Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee’s name:** |  | | |
| **Job title:** |  | | |
| **Department:** |  | | |
| **Manager:** |  | | |
| **Date of annual appraisal:** |  | | |
| **Part 1: Review of previous year** | | | |
| **Objectives** | | **Appraisee’s Comments** | **Appraiser’s Comments** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **Civic Contribution** | |  |  |
| **Working relationship with colleagues, peers and managers** | |  |  |
| **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: Personal Development Plan (this would usually be completed during the three month review meeting. However, It may be completed during the annual appraisal meeting if this is preferable)** | | | |
| **Identified Personal Development** | **Planned Development Activity** | **Financial cost** | **Target date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Part 3: Objective setting for next year** | | | |
| **Agreed Objectives** | | | **Target date for completion** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
| **Agreed civic contribution activities** | | | |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |
| --- | --- |
| **Further comments from the Appraisee, Appraiser and Director** | |
| **Appraisee** |  |
| **Appraiser** |  |
| **Director** |  |

|  |  |
| --- | --- |
| Signature of Appraisee | Date |
| Signature of Appraiser | Date |