**Annual Appraisal and Personal Development Plan – Professorial 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** | **Appraiser’s Comments** |
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| **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** |  |  |

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| **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** |
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| **Part 3: 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, Appraiser and Director** |
| **Appraisee** |  |
| **Appraiser** |  |
| **Director** |  |

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