



Performance Management – Annual Appraisal for support staff

Use this form to structure the appraisal meeting of all support staff that report into you. Complete the form electronically and print for signing before returning to Human Resources / the school office for filing. This form can be completed after the actual appraisal meeting has taken place, with sufficient time being allowed for appraisee and appraiser to add their final comments before signing.

- Appraisee:**
- Position:**
- Location:**
- Academic year under appraisal:**
- Appraiser:**
- Date of Appraisal:**

1. Performance against prior year objectives

If no objectives were set, do not complete this section.

Number	Description of Objective	How has the individual performed against this objective?
1		
2		
3		
4		
5		
6		

2. Appraisal of the year

Please answer the following questions as part of the appraisal. Include specific examples where possible and ensure that the comments reflect the appraisee's performance, not just that of the team in which they work.

Number	Question	Answer
1	What have been your particular strengths during the year? <i>(eg; your skills, attitudes, or attributes)</i>	
2	Is there anything that you have achieved that you are particularly proud of? <i>(eg; a specific piece of work, overcoming a challenge, or achieving a particular standard)</i>	
3	Is there anything you could have done better or differently that would have improved your performance? <i>(eg; a specific piece of work, your attitude towards a colleague, or your time-keeping)</i>	
4	Are there any barriers to you achieving high performance in your role? <i>(eg; training, workload, or equipment)</i>	
5	How do you feel your performance has contributed to the performance of the academy / trust? <i>(eg; consistency of service, improved a process, or indirectly supported teaching & learning)</i>	
6	Is there anything else which you would like to mention as part of your appraisal?	

3. Objectives for the next academic year

Please aim to set three objectives, but not more than six. These must be SMART (Specific, Measurable, Achievable, Realistic, Time-bound). Objectives must contribute to the overall performance of the academy / trust. Where training and/or professional development is included, this must have a benefit to the academy / trust by enabling the appraisee to perform better in their role.

Number	Description of Objective	How does the objective benefit the academy / trust, and what support might the individual need?
1		
2		
3		
4		
5		
6		

4. Final Comments

This final section is for the appraisee and the appraiser to give any general comments that would give an overview of the individual's performance for the academic year. The appraiser will complete their comments last, giving the appraisee an opportunity to read them before this form is signed.

Comments from the individual being appraised;	Comments from the Appraiser;
Signed:	Signed:
Date:	Date: