

## Annual Appraisal: Details

Coach/Teacher/ Employee's Name:	
Job Title:	
Club:	
Length of time in current position:	
Appraiser's Name:	
Appraiser's Job Title:	
Date of Review Meeting:	
Review Period (Dates):	From:                      To:

### ROLE APPRAISAL AND PERFORMANCE REVIEW MEETING

Part 'A' of the questions to be completed by the appraisee before the meeting.  
Part 'B' of the questions to be completed by the appraiser during the meeting.

<b>1. REVIEW OF OVERALL PERFORMANCE</b>
A. Comment on your overall performance in your role since your last appraisal.
B. Comment on the employee's overall performance in their role since their last appraisal.

## **2. ACHIEVED OBJECTIVES**

A. What have been your main objectives achieved since your last performance review meeting. Reference should be made to any internal and/or external factors that have enhanced your work performance. Please also comment on your key positive attributes, behaviours and strengths you feel you have displayed.

B. What have been the employee's main objectives achieved since their last performance review meeting. Reference should be made to any internal and/or external factors that have enhanced the employee's work performance. Please also comment on the employee's key positive attributes, behaviours and strengths they have displayed.

## **3. OBJECTIVES NOT ACHIEVED – REFLECTION, REVIEW AND IMPROVEMENTS**

A. Are there any objectives that you feel you have not fulfilled? If so, is there anything different you could do, if faced with the same situation again? Is there anything that you require your manager/club to do better or differently to help you improve your performance within the role? Also, reference should be made to any internal and/or external factors that have led you not to perform at your best during the review period.

B. Are there any objectives that the employee has not reached? If so, is there anything different the employee could do, if faced with the same situation again? Is there anything that you feel the employee requires from their manager/club to do better or differently to help them improve their performance within their role? Also, reference should be made to any internal and/or external factors that have led them not to perform at their best during the review period.

#### **4. LEARNING AND DEVELOPMENT ACTIVITIES**

A. Comment on any development activities (e.g. CPD workshops, courses) that you have undertaken during the review period and how these have had a positive impact.

B. Comment on any development activities that the employee has undertaken during the review period and how these have had a positive impact.

#### **5. REVIEW OF CURRENT JOB DESCRIPTION & PERSON SPECIFICATION**

A. Comment on any changes that should be made to your current job description and person specification (if you have one) to take into account any changes to responsibilities, the skill set needed etc.

B. Comment on any changes that should be made to the employee's current job description and person specification to take into account changes to responsibilities, the skill set needed etc.

## 6. SUMMARY OF THE APPRAISAL DISCUSSION

A. A summary of any key discussion points, general comments, issues raised, agreements reached and/or further actions needed that are not detailed elsewhere need to be documented here. Please also use this section to document any comments, changes and further developments, which you would like to record.

B. A summary of any key discussion points, general comments, issues raised, agreements reached and/or further actions needed that are not detailed elsewhere need to be documented here. Please also use this section to document any comments, changes and further developments, which you would like to record.

### Training Needs Analysis

Details of Skills Required:	Recommended Training
Details of knowledge needed:	Recommended Training

By signing below the appraiser and appraisee acknowledge that the performance review has been discussed and agreed.

Signed by Appraisee:		Date:	
Signed by Appraiser:		Date:	
Signed by Club Officer		Date:	