Text

Description automatically generated with medium confidence

Annual Performance Review

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| **Name:** | **Job role:** |
| **Department:** | **Date of review:** |
| **Manager conducting review:** | |

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| **What have I done? - Look back at what you have achieved:**   * Job performance. * Achievement of objectives. * Projects. * Targets and goals. * What was successful and what was not achieved? | **How have I done it? - Look back at your personal development:**   * Review your skills, knowledge and behaviours (see grid attached). * Review your last appraisal / personal development plan – have you achieved your goals? |
| **What am I going to do? - Look forward to the year ahead:**   * Set good objectives. * Balanced – finance, people, process and stakeholders/people of the parish. * Agree priorities and timescales. | **How am I going to do it? - Look forward and plan your personal development:**   * Identify the skills/knowledge/behaviours you need to develop (use grid below to help). * Consider your current role/next move/the needs of the Diocese. * Create a personal development plan to support your objectives. * Discuss your career path and potential. |
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**Review of Performance against last year’s objectives (three to six objectives)**

In relation to your objectives for the last year, please comment briefly on the extent to which you have achieved these. Supported by examples.

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| **Objective** | | **Contributions / Comments with examples of achievement** | | | | **Measure of achievement** |
|  | | **Reviewee Comments** |  | | |  |
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| **Reviewer Comments** |  | | |
| **Overall**  **Marking** | **□**  **1. Outstanding** - delivers remarkable results | **□**  **2. Highly Effective -**well ahead of standard performance | | **□**  **3. Effective** | **□**  **4. Satisfactory** – needs slight improvement | **□**  **5. Unsatisfactory** – below the standard reasonably expected |

| **Review of past year** |  | **Manager comments** |
| --- | --- | --- |
| **Positive Competency Indicators** | **Undesirable competency indicators** |  |
| **Quality of work**   * Exceptional quality of work produced consistently. * Good attention to detail/mistakes are very rare. | * Poor quality work. Improvement required. Often needs to be corrected for inconsistent work standards. |  |
| **Job knowledge / technical ability**   * Has the knowledge / technical ability to do the job properly. * Highly regarded as a subject matter expert. * Exceptionally thorough knowledge of own and related work. | * Lack of job knowledge sometimes * hinders progress * Inadequate knowledge of own work. |  |
| **Positive people interaction, acts consistently with the Mission of the Diocese**   * Provides quality service, constantly looks for opportunities to enhance & support the Mission. * Supports opportunities to achieve additional funds for the Diocese. * Creates a collaborative relationship with the parish and Diocese stakeholders. * A trusted advisor who demonstrates excellent service skills. | * Inconsistent service to people. * Misses opportunities to improve opportunities & interactions. * Receives complaints. * Work does not reflect or support the mission of the Diocese. |  |
| **Volume of work**   * Produces an outstanding output of work, surpasses expectations and job requirements. | * Insufficient output. * Improvement needed. |  |
| **Initiative / work planning**   * Successful in planning their own work and determining the level of supervision required. * Anticipates and acts to create an opportunity or avoid future crisis. * Looks at year ahead. Displays excellent planning ability, self-starter. * Looks for extra work. | * Does not plan effectively, requires constant supervision. * Does not anticipate problems with workload and managing deadlines. * Slows down work rate when they are not busy, does not look for additional work. |  |
| **Teamwork and communications**   * Effective at helping others. * Exceptionally good verbal and written communication skills. * Creates long-term partnerships internally and externally. Collaborates with others. * Exceptionally supportive team player. | * Inconsistent with support to colleagues. * Presents difficulties with written and/or verbal communications. * Not a good team player, resist helping others. |  |
| **Continuous Improvement**   * Is open to new ideas. Demonstrates willingness to change. * Seeks improvement and appropriately questions and challenges “the way things have always been done”. Generates good ideas, fresh perspectives and new opportunities, suggests alternatives. | * Does not generate ideas or suggestions for improvement. * Slow to respond to change. * Actively resists change. |  |
| **Dependability**   * Follows procedures well. * Anticipates requirements and consistently delivers. * Always thoroughly reliable. * Little supervision required. | * Requires more frequent checks than normal. * Requires constant supervision. * Cannot be relied upon to deal with things proactively. |  |
| **Attendance & punctuality**   * Manages their punctuality and absence appropriately. * Never late or absent (unless genuine sickness). * Anticipates requirements. | * Absence and/or lateness levels are higher than average (and not related to genuine sickness). * Frequently late and/or absent concerning patterns of absence. |  |
| **Health & Safety awareness**   * Understands and operates with safe working practices. Cooperates with Health & Safety matters. Adheres to risk assessments and demonstrates competence. | * Sometimes has to be reminded of safety precautions at work. * Disregards basic safety precautions. |  |
| **Overall Comments** |  |  |

**Future Objectives & Goals:**

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| **OBJECTIVES**  **(expected outcomes)** | **METHOD (who, what, how and where)** | **TARGET COMPLETION DATES** |
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**Feedback for your manager -** Consider the year ahead; what you would like your manager to:

**Continue doing?** (The things that you value because they help you enjoy work and give your best)

**Start doing?** (Things that would help you to enjoy work more or to do your job better)

**Do differently?** (Things that are not helping you to do your job well)

**Please comment further on your manager:**

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|  | **Agree** | **Disagree** | **Comment** |
| **Takes an interest in your development:** |  |  |  |
| **Takes an interest in your performance:** |  |  |  |
| **Communicates their requirements clearly:** |  |  |  |
| **Has regular one to ones or meetings with you:** |  |  |  |

**Learning & Development**

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| What are your learning and development needs? How can these be met in the coming year? |

**Career Development**

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| What are your future career aspirations? |

**Signatures**

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| **Appraisee** | **Reviewer** |
| Sign: | Sign: |
| Print: | Print: |
| Date: | Date: |