

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?
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| **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** |  |  |
| **Reviewer 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** |
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| **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.
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| **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.
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| **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.
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| **Volume of work*** Produces an outstanding output of work, surpasses expectations and job requirements.
 | * Insufficient output.
* Improvement needed.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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: |