

MINERA COMMUNITY COUNCIL

Self-appraisal notes

Name:
Job Title:
Date of Interview:
Time:

The questions listed below are to aid your preparation for the appraisal by helping you to focus on your current job responsibilities, the skills required to meet those responsibilities, what your strengths are and the areas in which you could improve.

Completion of this form is not a requirement – it is optional. You may complete all or selected areas as appropriate and should take the form with you to your appraisal interview. You will not be asked to hand in this form but to use it as the basis for your discussion with your appraiser.

This form is structured so that it mirrors the Interview Report Form, which will be completed by your appraiser during the interview but only after a joint discussion of each section.

Performance Review

Looking back over the review period (usually the last 12 months):

- How far have you met previously agreed objectives/targets?

- What factors have helped or hindered your achievement of those objectives/targets? Consider internal factors such as your personal strengths and weaknesses and external factors such as policies, systems and other people.

Self Appraisal Notes

- List any training you have undertaken, or new skills and/or qualifications gained. What can you do now that you could not do a year ago?

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Performance Indicators

Your appraiser will be using the following performance indicators to describe your job performance during the review period. You will be rated from A–E on each performance indicator as follows:

- A = EXCELLENT
- B = GOOD
- C = SATISFACTORY
- D = UNSATISFACTORY
- E = CAUSE FOR CONCERN

Where a performance indicator is not relevant, it will be deleted. In preparing for the interview, you should enter comments in the spaces provided. Think of examples that demonstrate your abilities or need for improvement under each heading.

Performance indicator	Comments
Team Working	
Relationship with Councillors	
Relationships with members of the public (internal and external)	
Leadership	
Ability to meet performance standards	
Adaptability	
Self-development	
Strategic impact on the work of the Council	

Objectives/targets

One of the main purposes of the appraisal interview is for you to agree with your appraiser your objectives/targets for the next 12 months. Bearing in mind the overall objectives of the Council, jot down your thoughts on suitable individual objectives and/or targets in the space provided below. Also decide upon realistic deadlines.

Do not worry if you find it difficult to identify suitable objectives/targets for the forthcoming year as you will be able to discuss these in detail with your appraiser at the interview.

Training and development needs

Taking into account all of the above, how do you feel your performance could be improved? Consider on-the-job training, in-house training sessions, external courses, secondment, other professional development, etc.

Finally

If you are unhappy about any aspect of the appraisal interview you should make appropriate comments on the Interview Report Form, which will be completed by the Appraiser during the interview.