



**Settings Name** \_\_\_\_\_

**Performance Appraisal Form**  
**And**  
**Development Plan**

**Name.**

**Job Title**

**Year**

**Summary of last years performance 2008/2009 (where applicable)**

**Achievement of previous objectives.**

**Assessment of performance (see next page)**

**Evaluation of training and development against set objectives.**

**Any other achievements / exceptional contribution made/ change of role  
etc**

**Assessment of performance – to be completed prior to appraisal**

<b>Work Area</b>	<b>Appraisee's self assessment</b>	<b>Manager's assessment</b>
Quantity and Quality of work.		
Job knowledge and skills		
Teamworking		
Relationship with service users (children and their carers)		
Leadership If applicable		
IT Skills		