



## Form PREP1

# Preparation for Appraisal

---

<b>Name:</b>
<input type="text"/>
<b>Position:</b>
<input type="text"/>

<b>Date of Appraisal:</b>
<input type="text"/>
<b>Department:</b>
<input type="text"/>

The comments you make on this form are to assist in your appraisal.

On the Appraisal Form itself a space is provided for you to make any comment you may wish regarding your appraisal.

If you disagree with the outcome or are unhappy with your appraisal, discuss with your Manager for the appropriate action to be taken.

---

Please consider your performance during the period under review and complete the following:-

<b>Which parts of the job have you performed best? How did you achieve this?</b>
<input type="text"/>

<b>Which parts of the job have you performed less well? Were there any circumstances which prevented a better performance?</b>
<input type="text"/>

---

**What could or should be done by you, your Appraiser, the Company, or anyone else to help improve your performance in any way:**

**Notes to bring to the Appraisal interview:**