

HAYFIELD SUPPORT SERVICES WITH DEAF PEOPLE

PRIVATE & CONFIDENTIAL

Name: _____

Location: _____

Job Title: _____

Date of Commencement: _____

Date of Appraisal: _____

Interviewer: _____

REASON FOR APPRAISAL

1. First after 6 months' employment _____
2. Annual Review _____
3. Change of job internally _____
4. Specially called for _____

**FIRST APPRAISAL OF NEW EMPLOYEE AT 6 MONTHS
(INCLUDING TRAINING REVIEW.**

1. Has the Standard Training Induction Programme been provided?

2. Have all subjects been covered?

If answer is no:

a) Give details: _____

b) Note which subjects still have to be covered: _____

3. Dates of follow up Training to initial Induction Package:

i. Approx. 6 weeks Comments: _____

(Date) _____

ii. Approx. 12 weeks Comments: _____

(Date) _____

iii. Approx. 18 weeks Comments: _____

(Date) _____

LINE MANAGER'S APPRAISAL OF PERFORMANCE - PAGE 1

What do you think have been the individuals main contribution to client needs/and the services of the Day Care and/or Residential Departments?

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Consider the individual's performance throughout the last appraisal period and identify any achievements or problems met in carrying out their work.

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As the Line Manager, what do you see as the most important aspects of the individual's current job role? (You may wish to refer to the individual's current job description). How can you see this being further developed?

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**Do you think the best use is being made of the individual's abilities and skills?
If not, what needs to be developed?**

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LINE MANAGER'S APPRAISAL OF PERFORMANCE - PAGE 2

What training and / or development do you think the individual requires to further enhance their current job role?

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Consider and list the key personal performance target areas for the forthcoming year which you would like to discuss with the individual at appraisal.

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Additional professional or personal matters you may wish to raise at the appraisal meeting.

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HAYFIELD JOINT APPRAISAL - Page 1

1. Any Additional Comments by the Member of Staff

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2. Any Additional Comments by the Line Manager

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3. Targets set to Maintain/Improve Performance

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4. Agreed Action Plan (include any relevant Training needs)

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