STAFF SELF APPRAISAL

STAFF MEMBER: _____ **DATE OF APPRAISAL:** _____

Time-Keeping	**Sickness/ Absence Record**	**Relationship with Service Users**	**Practical Work/Quality of Performance**	**Review & Report Writing**	**Relationship with Colleagues**	**Relationship with Line Managers**	**Teamwork**
(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent
Comments	**Comments**	**Comments**	**Comments**	**Comments**	**Comments**	**Comments**	**Comments**
Commitment to Hayfield	**General Performance of Duties**	**Initiative**	**Co-operation**	**Adaptability**	**Conduct**	**Reliability**	**Appearance**
(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent	(1) - Very Poor (2) - Poor (3) - Adequate (4) - Quite Good (5) - Good (6) - Very Good (7) - Excellent
Comments	**Comments**	**Comments**	**Comments**	**Comments**	**Comments**	**Comments**	**Comments**