

Annual General Staff Appraisal – Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Annual general staff appraisal
Period of reporting	
Date of report	
Report writer	
Report approved by	

Identification of the staff

Name of the staff	
Position of the staff	
Year of employment	
Name of the appraiser	

Guide

In the assessment column use the following scores: Below Average, Average, Satisfactory or Excellent.

Staff appraisal

Parameters	Description – explain the situation using words	Assessment
Overall performance of the staff member		
How has the staff member performed during the year?		
Knowledge of the job given		
Does the staff understand his/hers job description and the demands of the job?		
Does the staff understand the relationship between the objectives of the programme and the individual job task?		
Sense of responsibility		
How is the sense of responsibility of the staff?		
Are reports submitted timely and is there a sense of details in the report?		
Is the staff able to work with minimum supervision?		
Methodology of work		
How does the staff apply his/hers educational background in the work?		
Does the staff follow guidelines?		
Does the staff use creative methods in the work?		
Does the staff come up with		

solutions to challenges?		
Level of commitment		
Is the staff committed to his/hers job?		
Does the staff attend meetings?		
Does the staff carry out any tasks outside the job description but related to the job?		
Team work		
How does the staff relate to other staff members?		
Does the staff assist other staff members in carrying out activities?		
Does the staff come up with solutions to challenges?		
How does the staff fit into a self-managed team?		
Improvements made during the year		
Describe how the staff has improved his/hers performance?		
Potential areas of growth		
How can the staff be supported to grow in his/hers job?		

Recommendations

In the recommendation include at least the following two points:

1. What are the recommendations for the staff to improve his/hers performance?
2. What are the recommendations for CoH in regards to the staff member?