

# Example of an appraisal scheme for manual employees

Name .....

Job title .....

Department .....

Length of time in post ..... Date of appraisal \_\_/\_\_/\_\_\_\_

1. Job description (to be agreed with the employee)

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2. Assessment of performance (tick as appropriate)

Supervisor's Comments	<b>A</b> Well ahead of standard	<b>B</b> More than satisfactory – slightly above job requirements	<b>C</b> Less than satisfactory – needs slight improvement	<b>D</b> Unsatisfactory – below the standard reasonably expected
<p><b>Volume of work</b></p> <p>How does the amount of work done compare with the job requirements?</p>	<input type="checkbox"/> Exceptionally high output	<input type="checkbox"/> Output is usually above average	<input type="checkbox"/> Output is occasionally unsatisfactory	<input type="checkbox"/> Insufficient – improvement needed
<p><b>Job knowledge</b></p> <p>Does the employee have the knowledge to do the job properly?</p>	<input type="checkbox"/> Exceptionally thorough knowledge of own and related work	<input type="checkbox"/> Good knowledge of own job and related work aspect	<input type="checkbox"/> Lack of job knowledge sometimes hinders progress	<input type="checkbox"/> Inadequate knowledge of own work
<p><b>Safety awareness</b></p> <p>Consider in regard to safe working practices</p>	<input type="checkbox"/> Highly motivated towards safety. Always insists on safe working practices	<input type="checkbox"/> A good attitude to safety and encourages others likewise	<input type="checkbox"/> Sometimes has to be reminded of safety precautions at work	<input type="checkbox"/> Disregards basic safety precautions

	Supervisor's Comments	<b>A</b> Well ahead of standard	<b>B</b> More than satisfactory – slightly above job requirements	<b>C</b> Less than satisfactory – needs slight improvement	<b>D</b> Unsatisfactory – below the standard reasonably expected
<b>Dependability</b> How well does the employee follow procedures?		<input type="checkbox"/> Always thoroughly reliable	<input type="checkbox"/> Little supervision required	<input type="checkbox"/> Requires more frequent checks than normal	<input type="checkbox"/> Requires constant supervision
<b>Teamwork</b> How well does the employee work with others to accomplish the goals of the job and work group?		<input type="checkbox"/> Works extremely well with others and responds enthusiastically to new challenges	<input type="checkbox"/> Co-operative and flexible	<input type="checkbox"/> Usually gets along reasonably well but occasionally unhelpful	<input type="checkbox"/> Unco-operative, resists change
<b>Attendance &amp; punctuality</b> What is the employee's pattern of absence and punctuality?		<input type="checkbox"/> Exceptionally punctual. Rarely absent	<input type="checkbox"/> Attendance levels are acceptable and is rarely late	<input type="checkbox"/> Absence and/or lateness levels are higher than average	<input type="checkbox"/> Frequently late and/or absent
<b>Work planning</b> Consider employee's success in planning own work		<input type="checkbox"/> Displays excellent planning ability	<input type="checkbox"/> Organises work well	<input type="checkbox"/> Needs to improve some aspects of work planning	<input type="checkbox"/> Does not plan effectively
<b>Communication</b> How effective is the employee at verbal and written communication?		<input type="checkbox"/> Exceptionally effective in all written and verbal communication	<input type="checkbox"/> Usually a good communicator	<input type="checkbox"/> Some difficulties with written and/or verbal communication	<input type="checkbox"/> Does not communicate effectively
<b>Overall marking</b>		<input type="checkbox"/> Well ahead of standard performance	<input type="checkbox"/> More than satisfactory – slightly above job requirements	<input type="checkbox"/> Less than satisfactory – needs slight improvement	<input type="checkbox"/> Unsatisfactory – below the standard reasonably expected

General comments by supervisor on this assessment

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Signed. ....

General comments by supervisor manager

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Signed. ....

Comments by employee

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Signed. ....

Action plans

Action plan agreed to develop employee and/or the job  
Include any training or counselling requirements

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Career development – possible steps in career development

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Agreed action plan – job and development objectives – time scale

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