

Performance Appraisal

Review Date From \_\_\_\_\_ to \_\_\_\_\_

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Start Work Date \_\_\_\_\_ Manager \_\_\_\_\_

Critical Areas Key Tasks	Objectives to be achieved	Conditions contributing to outcome	Performance Achieved (A or YTA)	Candidates Comments	Agreed Follow up
<i>Example Client services</i>	<ul style="list-style-type: none"> <li>❑ <i>Dealing with referral calls Within 5 minutes</i></li> <li>❑ <i>Getting clients to fill out core data before apptmts</i></li> </ul>	<p><i>Had to refer angry clients and pass on to supervisor to deal with complex issues.</i></p> <p><i>Core data sheets were prepped on clipboard would let client know to leave blanks where not sure. I would review verbally</i></p>	<p><i>Yet to be achieved</i></p> <p><i>Achieved</i></p>	<p><i>Felt powerless, didn't know what to do.</i></p> <p><i>Easy, no probs works well and helps me get through my other work faster</i></p>	<p><i>Training - Dealing with difficult clients</i></p> <p><i>Maintain –keep doing and share improvements</i></p>

Candidates Sig \_\_\_\_\_ Assessors Sig \_\_\_\_\_

## **Candidates need to know.....**

- Why the assessment is happening where, when to ascertain the best conditions.
- Candidates need to be reminded of the options for appeal if they are unhappy with the outcome or process of the assessment.
- Good practice to ask candidate how they think they have achieved and to validate self-assessment before assessor gives response.
- Candidates and Assessors need to be reminded of their legal obligations re: Privacy Act and Freedom of Information Act.
- The current standard practice conditions for fair and valid assessment are written in the right hand corner to assist assessors