

# Job performance appraisal

(insert organisation / logo)

Private and Confidential

| Employee's Details   |                 |            |              |                      |                     |          |
|--|-----------------|------------|--------------|----------------------|---------------------|----------|
| Name:  |                 |            |              |                      |                     |          |
| Position:  |                 |            |              |                      |                     |          |
| Years/months employed in this position:  |                 |            |              |                      |                     |          |
| Date of this review:   |                 |            |              | Date of next review: |                     |          |
| Reviewer (name and position title):  |                 |            |              |                      |                     |          |
| Progress Towards Goals Identified in Last Performance Review (If Applicable)   |                 |            |              |                      |                     |          |
| Goal   | Action taken    | Completed? | Comments     |                      |                     |          |
|  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
| Employee Comments and Opportunity to Evaluate Own Performance  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
| Review the Major Skills Required to fulfil this Position's Duties  |                 |            |              |                      |                     |          |
| Check the relevant boxes to indicate the employee's performance in each area. If additional tasks have been performed, ensure these are added here and also to the employee's job description if required. |                 |            |              |                      |                     |          |
| Task description (taken from job description)  | N/A             | Poor       | Satisfactory | Good                 | Excellent           | Comments |
|  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
| General Comments about the Employee's Performance  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
| Action Plan - Goals For Next Review Period   |                 |            |              |                      |                     |          |
| Goal   | Action required |            |              |                      | Date for completion |          |
|  |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
| Additional Information about the Action Plan or Goals for Next Review Period   |                 |            |              |                      |                     |          |
|  |                 |            |              |                      |                     |          |
| Acknowledgement of Performing Appraisal  |                 |            |              |                      |                     |          |
| Reviewer's signature:  |                 |            |              |                      |                     |          |
| Employee's signature:  |                 |            |              |                      |                     |          |

For more information on this topic, refer to **Chapter 4. Motivate, Manage and Reward Performance** of *Your Workforce – a guide for Northern Territory Employers*.