

St. Helens Swimming Club

Affiliated to the ASA NW Region, Lancashire County SWPA



ROLE APPRAISAL AND PERFORMANCE REVIEW

Details

Name:	
Job Title:	
Length of time in current position:	
Appraiser's Name:	
Appraiser's Job Title:	
Date of Review Meeting:	
Date of Next Review:	

Part 'A' of the questions to be completed by the appraisee before the meeting.
Part 'B' of the questions to be completed by the appraiser during the meeting.

1. ACHIEVED OBJECTIVES

A. What have been your main objectives achieved since your last performance review meeting. Comment on any development activities (e.g. CPD workshops, courses) that you have undertaken during the review period and how these have had a positive impact.

B. What have been the employee's main objectives achieved since their last performance review meeting. Please also comment on the appraisee's key positive attributes, behaviours and strengths they have displayed.

2. LEARNING AND DEVELOPMENT

A. Comment on any changes and further developments which you believe would benefit your role.

B. Comment on any development activities that the appraisee would benefit from to support the position and responsibilities that are required for the role.

3. REVIEW OF OVERALL PERFORMANCE

A. Comment on your overall performance in your role since your last appraisal. Include general comments, issues raised, agreements reached and/or further actions needed that are not detailed elsewhere need to be documented here.

B. Comment on the overall performance of the appraisee during the review period. Please also use this section to document any comments, changes and further developments, which you would like to record.

By signing below the appraiser and appraisee acknowledge that the performance review has been discussed and agreed.

Signed by Appraisee:		Date:	
Signed by Appraiser:		Date:	
Signed by Club Officer		Date:	