



**Project Number: 2022-1-CY01-KA220-VET-000086365**

**Tool 1: Employee Performance Appraisal**

**Template for Performance Appraisal and Identification of needs**

| Employee Information | |
| --- | --- |
| Employee Name |  |
| Position/Title |  |
| Department |  |
| Date |  |

**Part 1: Employee Performance appraisal**

**P.1.B.:** *Rate the frequency of the events in the following statements according to your observations and/or feedback from employees and colleagues*

*We recommend that you fill out the following table on a weekly basis:*

|  | **Never** | **Rarely** | **Often** | **Very Often** |
| --- | --- | --- | --- | --- |
| **Does the employee show enthusiasm towards their tasks?** |  |  |  |  |
| **To what extent does the employee demonstrate motivation in the execution of tasks?** |  |  |  |  |
| **Does the employee require guidance on the execution of specific tasks?** |  |  |  |  |
| **Does the employee articulate dissatisfaction with their workload during performance assessments?** |  |  |  |  |
| **Does the employee actively engage with management?** |  |  |  |  |
| **Does the employee express any discomfort with the work environment?** |  |  |  |  |
| **Does the employee encounter conflicts with colleagues?** |  |  |  |  |
| **Does the employee solve conflicts or misunderstandings well?** |  |  |  |  |

**Part 2: Employee performance and progress**

**P.2.A.:** Consider your employee’s performance in different aspects. Mark the box that reflects the individuals work competencies based on your expectations.

*We recommend that you fill out the following table once a month:*

|  | **Below Standard** | **Up to Standards** | **Exceeding Standards** |
| --- | --- | --- | --- |
| **Work Quality** |  |  |  |
| **Consistency** |  |  |  |
| **New Knowledge Seeking** |  |  |  |
| **Planning** (is the employee following the scheduled tasks according to expectation)? |  |  |  |
| **Independency** (is the employee showing independency when solving tasks) |  |  |  |
| **Productivity** |  |  |  |
| **Teamwork** |  |  |  |
| **Interpersonal Skills** |  |  |  |

**P.2.B.** General Comments regarding Employee Performance

*We recommend that you fill out the following table once a month:*

**Employee Strengths**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Employee Areas of Improvement**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Part 3: Goal setting and Action Planning**

| **P.3.A.** Write down the goals for future tasks, areas of responsibilities or points of improvement that you and your employee have discussed at your quarterly meeting  This table should be filled during the meeting, and you may make some additions afterwards as well  Att. Not all three boxes have to be filled out. Discuss only relevant goals and plans for the future. | |
| --- | --- |
| **1.** | **Goals for future tasks** (skills, difficulty, training, interests)**:**  **Resources/Support Available:** |
| **2.** | **Goals for areas of responsibilities:**  **Resources/Support Available:** |
| **3.** | **Points of improvement:**  **Resources/Support Available:** |

**P.3.B.** Evaluate on the previous quarterly meeting. Write down any new implementations and/or upcoming changes

*Based on the results of the Appraisal, the following actions will be implemented:*

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |