

# Manager Appraisal Template

## PERSONAL INFORMATION

Key Data	
<b>Appraisee Name:</b>	<b>Employment Date:</b>
<b>Present Position:</b>	<b>MDA:</b>
<b>Division/Branch/Unit:</b>	<b>Last Appraisal Date and Overall Appraisal Score:</b>
<b>Appraiser Name:</b>	<b>Department Supervisor:</b>

Instructions
<p>[insert here]</p> <p>The appraisee is the officer being assessed.</p> <p>The appraiser is the superior officer making the assessment.</p>

Scoring Scale
<ul style="list-style-type: none"> <li>• Score 5 – Exceeds the performance objectives set in ALL areas</li> <li>• Score 4 – Exceeds the performance objectives set in SOME areas</li> <li>• Score 3 - Meets requirements, as defined by the set performance objectives</li> <li>• Score 2 - Inconsistent performer against the performance objectives set</li> <li>• Score 1 - Below the required performance standards defined by the set performance objectives</li> </ul>

## ASSESSMENT OF PAST PERFORMANCE

MDA/Dept Objectives		
<b>Objective 1:</b>	<b>Comment:</b>	<b>Score:</b>
[Defined by PS/HOD and inserted by HR Dir during last appraisal round]	[appraiser to insert evidence/examples of how officer has met/not met this objective]	[insert 1-5]

<b>Objective 2:</b> [Defined by PS/HOD and inserted by HR Dir during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]
<b>Objective 3:</b> [Defined by PS/HOD and inserted by HR Dir during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]

<b>Individual Objectives</b>		
<b>Objective 1:</b> [defined and inserted by appraiser during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]
<b>Objective 2:</b> [defined and inserted by appraiser during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]
<b>Objective 3:</b> [defined and inserted by appraiser during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]
<b>Objective 4:</b> [defined and inserted by appraiser during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]
<b>Objective 5:</b> [defined and inserted by appraiser during last appraisal round]	<b>Comment:</b> [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b> [insert 1-5]

<b>Objective 6:</b>  [defined and inserted by appraiser during last appraisal round]	<b>Comment:</b>  [appraiser to insert evidence/examples of how officer has met/not met this objective]	<b>Score:</b>  [insert 1-5]
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<b>Overall Appraisal Score</b>
<b>Overall Appraisal Score (1-5):</b>
<b>Appraiser Comment:</b>
<b>Appraisee Comment:</b>

### OPPORTUNITIES FOR DEVELOPMENT

Tick the appropriate score against each competency listed. [The core required competencies are defined by the Perm Sec/HOD during each appraisal round]

	Score 5	Score 4	Score 3	Score 2	Score 1
<b>Technical knowledge</b>					
<b>Communication skills</b>					
<b>Attitude</b>					
<b>Change management skills</b>					
<b>Interpersonal skills</b>					
<b>Problem solving skills</b>					
<b>Initiative</b>					
<b>Punctuality</b>					

<b>Reliability</b>					
<b>Leadership skills</b>					
<b>Management skills</b>					

### SETTING OBJECTIVES FOR THE FUTURE

The appraisee is expected to work towards the below performance objectives over the next 6 months, after which time the officer will be formally appraised against the objectives set.

<b>MDA/Dept Objectives</b>
<b>Objective 1:</b> [To be defined by PS/HOD and inserted by HR Dir for assessment during next appraisal round]
<b>Objective 2:</b> [To be defined by PS/HOD and inserted by HR Dir for assessment during next appraisal round]
<b>Objective 3:</b> [To be defined by PS/HOD and inserted by HR Dir for assessment during next appraisal round]

<b>Individual Objectives</b>
<b>Objective 1:</b> [To be defined by appraiser for assessment during next appraisal round]
<b>Objective 2:</b> [To be defined by appraiser for assessment during next appraisal round]
<b>Objective 3:</b> [To be defined by appraiser for assessment during next appraisal round]

<b>Sign Off</b>		
<b>Appraisee Sign off:</b>	<b>Appraiser Sign off:</b>	<b>Dept Supervisor Sign off:</b>