



Performance appraisal

Name

Staff liaison

Date

Date of last appraisal

Job title

Date joined Canoe & Kayak

Purpose

The purpose of evaluations is to conduct a formal review of the employee's accomplishments and job performance, to review the working relationship between the employee and her Staff liaison, and to set goals for the coming year. Comments should be able to be supported and fair to all involved; they can be as full as you wish to make them.

Process

Both the employee and the Staff liaison take part in the evaluation by filling out these forms independently and reviewing them together. Both agree on the records to be kept on file.

1. Staff liaison and employee review last appraisal and goals that were set
2. Staff liaison and employee each fill out their forms and include reflection on quarterly informal reviews from past year
3. Staff liaison and employee exchange forms and discuss evaluation
4. Revisions and papers to be filed are agreed to
5. Staff liaison can consult with Canoe & Kayak Centre owner to discuss recommendations
6. Implementation of any changes involved

Review of goals set last year

At the previous evaluation, the employee and Staff liaison set the following goals to be actioned by now. Were they accomplished?

GOAL

ACCOMPLISHED?

Completion

1. We have worked on these evaluation forms, we have discussed our own perspectives and have agreed on the action points and the goals for the coming year.
2. We have discussed Drug & Alcohol use and agree to work in a place free of impairment of these substances.
3. I (the employee) agree to undertake a drug or alcohol test if suspected to be under the influence or after any incident that I am involved.

Staff liaison: Signed

Date

Employee:

Next evaluation date

Staff liaison comments regarding the employee

1 Highlights of the past year

Action points:

2 Are there any concerns about performance or the position?

Note if these had been alerted in quarterly reports and note what action was taken during the year

3 Suggestions for improvements

4 Job description – review for any areas that might need changing

5 Exposure to Risks – Have you noticed any effects from prolonged exposure to the sun or repetitive strains?

6 Any other comments

Employee's self review

1 Highlights of the past year

Action points:

2 Are there any concerns about performance or the position?

Note if these had been alerted in quarterly reports and note what action was taken during the year

3 Suggestions for improvements

4 Job description – review for any areas that might need changing

5 Exposure to Risks – Have you noticed any effects from prolonged exposure to the sun or repetitive strains?

6 Any other comments

Employee comments on the employing organisation

1 Delegation

Are your job assignments clear and easy to follow?

Are you delegated enough authority to be effective in your job?

Do you feel well supported to carry out your job?

2 Communications

Does the Staff liaison spend enough time with you?

Does she/he communicate clearly and effectively?

Does she/he listen to you carefully?

3 Discipline

Has the Staff liaison's criticism of you been fair and explained fully?

Action plan arising from this appraisal

Goals agreed on for next evaluation

Professional development goals for the coming year

Is the job description up to date or in need of changes?

Is there any change to the job's grading and pay rate?

Are there any other issues for action?