

Name:

Performance Appraisal Checklist

Pre-Self Assesment Of

Please indicate against each characteristic —

Excellent 5 Good 4 Average 3 Satisfactory 2 Unsatisfactory 1
and make comments or examples to justify the mark given.

Appearance / Image

Timekeeping

Attitude/Approach

Attendance

Self Motivation (behaviour)

Customer focus

Ability to follow instructions

Team work

Initiative proactive or reactive

Ability to communicate

TOTAL _____/50

**Now comment on your skills / opportunities for development
in the following areas:**

Practical Skills

Leadership

Commitment

Loyalty

Standard Of Work - Quality of preparation and planning

Career Ambitions

**Objectives over next 6 months and any training needs that
you have now.**

