

Managers can use the below form in individual staff appraisal- which should take place annually at a minimum. It is important to be mindful of the organisation's goals and values throughout the process of providing feedback. The competencies below are to be used as a starting point for managers to think about what is appropriate and 'best fits' their own organisation.

Template: Staff Appraisal Form- (adapted with permission from Psychiatric Rehabilitation Association, PRA)

Interview date:

Position:

Name:

Appraisal period: **to**

Rating scores

1: needs improvement

2: average

3: above average

4: good

5: very good

N/A: not applicable to position

Competency	Rating	Comments/Explanation
1. Upholding the organisation's core goals, values and mission/vision statements		
2. Committed to doing the best job possible		
3. Working cooperatively in group situations		
4. Balancing team and individual responsibilities		
5. Communicating well with supervisor and peers		
6. Responding to feedback and applying feedback to improve performance		
7. Keen to learn and apply new skills and concepts		
8. Show time management skills		
9. Prioritising and planning work activities		
10. Keeping required documentation up to date		
11. Managing difficult or emotional		

consumer/client situations		
12. Taking responsibility for own actions		
13. Following and adhering to policies and procedures		
14. Observing OH & S policies and guidelines		
15. Observing privacy policies and guidelines		
16. Participating in meetings		
17. Fulfilling all requirements of position		
18. Committed to recovery oriented services		
19. Attend relative training and development opportunities		
20. Improving and promoting quality		
21. Using resources efficiently and effectively		

Staff Appraisal (to be completed by staff member being reviewed)

Name:

Position:

Appraisal period: **to**

Comment on the following:

Learning and development:

Supervision:

Job satisfaction:

Best aspects of the job:

Things I least enjoy about my job:

Is there something that can be done to address this?

Achievements:

Future goals:

Signed:

Date:

Staff

I have read and discussed this appraisal with the above staff

Signed:

Date:

Manager