**Appraisal record sheet**

**Name**……………………………………… **Paid staff**

**Date**……………………  **Date of previous appraisal**…………...........

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| **Feedback on performance / achievement of objectives (All workers)****Feedback from case checking and IFRs / achievement of objectives ( advisers and caseworkers only)**       |
| **Feedback on social policy performance**      |
| **Problems hampering performance / achievement of objectives**      |
| **Training needs identified**      |
| **Personal objectives set**     |
| **Signed:****Appraiser** | **Signed:****Appraisee** |

**Date of next appraisal:**