**Appraisal record sheet**

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

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

|  |  |
| --- | --- |
| **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:**