

# Example of a comparison with objectives scheme

Name .....  
Job title .....  
Department .....  
Length of time in post ..... Date of appraisal .....

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1 Job description (To be agreed with the employee)

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2 Objectives for review period

Include any special tasks, personal training and development

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3 Progress towards achievement of objectives and factors influencing results

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4 Other achievements

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5 Were there any obstacles to the achievement of agreed objectives?

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6 What steps can be taken to overcome these obstacles?

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7 Training, development, education undertaken during review period

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Planned for period to next review

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8 Summary of objectives for next annual review period

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**Overall performance rating**

General performance

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Overall rating

- Achievements outstanding
- Achievements exceeded the requirements of the job
- Some aspects of achievement below requirements
- Performance unacceptable at this level

Comments of reviewer

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Signature ..... Date .....



Comments of countersigning manager

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Signature ..... Date .....

Comments of employee

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Signature ..... Date .....

SAMPLE