



Annual Review Appraisal

The purpose of this annual appraisal is to review your role in line with the company's vision, values and behaviours.

Employee name:
Job title:
Department:
Date employment commenced:
Reporting manager:
Date of review:
Last Review Date:
Last Salary Review Date:

1. Please review your job description and how it corresponds with the role you perform.

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2. Are there any elements of your role you find difficult and what can be done to support you with them?

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3. Do you enjoy your role & working for Startin Group? Are there areas you like and areas you dislike?

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4. What are your goals and desires for the coming year?

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5. In order to achieve your goals and desires are there any training or development needs that you think you will need in order to support you achieving them?

Training Need	Reason

6. Please review on a scale of 1-5, 1 been unsatisfactory and 5 been more than satisfactory how you feel you have performed over the prior 12 months. Your answers will be compared with those of your appraiser and a final score will be agreed during your appraisal meeting.

Please tick the appropriate box for each of the following:

Scale	1	2	3	4	5	Comments
Job Knowledge & Understanding Do you have the knowledge to perform your role & do you understand the requirements?						
Quality of Work Is your work accurate and completed on time?						
Work Output & Results Do you cover all areas of your duties and produce the required results on time?						



<p>Planning & Organisation Do you organise your workload and plan your schedule to meet deadlines?</p>						
<p>Performance to Target Are you achieving your daily/weekly/monthly targets?</p>						
<p>Awareness Are you up to date with training and policies issues via Meta compliance?</p>						
<p>Safety Do you comply with company H&S protocol?</p>						
<p>Communication Do you communicate in a positive, clear and honest nature with management and colleagues?</p>						
<p>Attendance & Punctuality Do you have a pattern of absence? Are you on time?</p>						
<p>Professionalism Do you act in a professional manner while at work, interactions with colleagues and generally within the dealership?</p>						
<p>Behaviours Do you behave in a positive manner, are you approachable to colleagues and customers?</p>						



7. What are your long-term aspirations? (Manager & Employee discussion)

8. Employee Feedback – Summary of Performance

9. Line Manager Feedback – Summary of Performance

10. Agreed Goals & Objectives for next 12 months

1.

2.

3.

4.

Signature of Appraisee

Date

Signature of Appraiser

Date