

## North East Thames Area Quaker Meeting Appraisal form

Employee's name:	Job role:
Line manager undertaking the review:	Date of review:

Achievements since last annual review – eg tasks completed, improvements made, progress in meeting each of elements in job description	
<b>ACHIEVEMENTS</b>	<b>COMMENTS ON ACHIEVEMENTS AND ANY CHALLENGES/PROBLEMS</b>

Discussion on any other matters concerning the employee's role in the Meeting.

Discussion on the way the employee carries out their tasks (comments might include: timekeeping, reliability, taking initiative, effective communication with others, positive approach to the job)

Agreement on any support to be put in place to enable the employee to achieve at his/her best

Agreed changes in the way the manager and employee will work together

Notes on learning or training as relevant – undertaken in previous year and to undertake in the following year

### **Future plans**

Manager's overview of future plans in the Local or Area meeting, which may impact on the employee's job

Are changes to be made to employee's job description? (consider in the light of any changes in the meeting itself)

Key tasks/matters to achieve in the forthcoming year	
TASK	TO BE ACHIEVED BY (date)

<p>Discussion on employee's plans – short term, medium term and longer term. (NB if the employee is a resident warden, record here discussions about future accommodation. It is good practice to discuss what accommodation plans the employee has, even if there is currently no intention on either side that the employment will end in the near future)</p>

<p>Discussion on health and safety in the meeting – any concerns, suggestions for improvement.</p>

Manager's overall comments	Signature and date

Employee's overall comments	Signature and date