

Appraisal form

Questions to be done by Direct supervisor

Name of Supervisor – Cathy Green

Name of member of staff – Emma Clark

Date – 15th March 2022

Job title – Warehouse Assistant

Questions

Is this person effective at their job – Yes ☒ No ☐ If No please give details

Are there any areas of concern – Yes ☐ No ☒ If Yes please give details

Are you happy with this person competency to carry out their job – Yes ☒ No ☐ If No please give details

Do they work the hours set for them – Yes ☒ No ☐ If No please give details

Have there been incidents of lateness – Yes ☐ No ☒ If yes please give details

Is the work they produce or carry out accurate and satisfactory to requirements – Yes ☐ No ☐ If No please give details

needs to check work a bit more before completing, as a few mistakes have been spotted after, and these could have been corrected earlier on in the process.

Are they fulfilling the job roles we expect – Yes ☒ No ☐ If No please give details

Do you feel this person needs any further training to perform their role, or to improve their competency – Yes ☐ No ☐ If Yes please give details

Training to be done as ^{when} the job has changes.

Discussion Questions for the staff member being assessed. For HR Director to fill in.

Number of sick days in the last 12 months – 6 half days but think there are some not recorded.

Are you happy with your current level of training – Yes ☐ No ☐ If No please give details

Do you feel competent at your job – Yes ☐ No ☐ If No please give details

If answered yes to both then we would expect you would be able to carry out training where needed.

Any concerns you would like to raise.

Anything you think we should know.

In transition while we train new staff it is expected that more people will do other jobs and answer phones.