

Appraisal form

Questions to be done by Direct supervisor

Name of Supervisor – Cathy Green

Name of member of staff – Linda Shearing

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

Linda is happy to help out on days she does not work on.
Always happy to help out and do extra.
Pleasure to work with.

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

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

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

Number of sick days in the last 12 months – Covid this year approx 3, off at the present.

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.