

## Appraisal form

### Questions to be done by Direct supervisor

Name of Supervisor – Cathy Green

Name of member of staff – Phil Crossley

Date – 15<sup>th</sup> 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

Needs to check work a little more before completing  
needs to read memo's/info on SRS's to check for notes before repairing  
needs to listen to instructions given and not go off and do it their own way.

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

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

will also help with other tasks when asked.

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

Number of sick days in the last 12 months – 0.5

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.