**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Self-Review**

In order to gain most benefit from the appraisal system it is important that you spend some time in preparation for the meeting. Please ensure that

* you have issued the member of staff with their pre-appraisal form at least two weeks before the appraisal meeting date. It may be useful for them to have a blank copy of the full appraisal form also, for reference
* you have booked a private interview area for the meeting. The suggested time allocated is one hour but more time may be necessary.
* This form may be issued to other members of staff for observation or comments if required.

Further guidance for the appraisal process can be found in the school policy ‘Support Staff Appraisal Policy’.

**Thank you for taking the time to fill in this form. Please bring the completed form to the professional review meeting.**

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| **What do you think have been the greatest achievements by the member of staff?** |
| **Consider the technical competence (knowledge and ability to do the job) and behavioural competence of the member of staff (interpersonal skills/attitude).** |
| **Have there been any areas of concern/difficulty identified in the member of staff’s ability to complete their objectives? N.B. Please refer to section 3 of the appraisal policy for support staff.** |
| **Have you identified any possible training needs/requirements**? |
| **What do you think should be the main areas of focus for next year:**  3 objectives should be considered before the full appraisal meeting for discussion with the member of staff |
| **Any other points you would like to discuss?**  **(e.g. other contributions to school life)** |