

# Omeath District Development Company

## Appraisal Form






## Appraisal Form – Line Manager or Department Supervisor

### Guidelines

This appraisal form should be used to indicate the level of performance achieved by the line manager during the time period under review. Levels of performance may be defined as:

- Excellent: Performance is clearly outstanding and far exceeds standards or expectations on an on-going basis.
- Good: Performance generally meets or exceeds standards or expectations on an on-going basis.
- Satisfactory: Performance is adequate and the line manager is developing in the role.
- Needs Improvement: The line manager has failed to meet one or two expected standard(s) of performance.
- Unacceptable: line manager performance fails to meet the standards required for the role.
- No Basis for Evaluation: The activity or skill being evaluated has not been observed. No other evidence exists upon which to make a performance judgement.

Please use these definitions to indicate your perceptions of the line manager's performance. You are provided with an opportunity to comment freely at the end of each performance category should you wish to do so.







**DEPARTMENT PERFORMANCE**

List the department’s main goals or objectives and the extent to which they have been achieved during the time period.	Which of the department’s goals or objectives were not achieved according to plan?	What were the main factors affecting the performance of the department during the time period?

**What are the key departmental goals to be achieved for the coming 12 months?**

**LINE MANAGER EVALUATION**

What are the line manager’s key strengths?	What are the areas that the line manager needs to develop further?	What assistance or resources are required to help the line manager to address developmental needs?

**What are the line manager’s personal goals for the coming 12 months?**

