

<u>Name:</u>		<u>Position:</u>	
<u>Year or Period Covered:</u>	<u>Time in Present Position:</u>	<u>Appraisal Date:</u>	<u>Appraisal Venue:</u>
<u>Appraiser(s):</u>			
<u>Name:</u>		<u>Position:</u>	
<u>Name:</u>		<u>Position:</u>	

SECTION 1: Self-Assessment

A copy of this form should be made available to the employee before the Appraisal Meeting to allow them to prepare fully for the meeting. This section allows self-reflection and helps you to identify key strengths and areas for improvement.

<p>Employee Self-Reflection Explained: The purpose of your role as a Nurse is to</p> <ol style="list-style-type: none"> 1. Support all your clients' needs as set out in their specific Care Plan. 2. To enable your clients to live a good quality of life. <p>Reflect on how you experience your job every day. Consider the following as you complete the self-assessment:</p> <ul style="list-style-type: none"> • What do you find difficult, what do you find easy? • Is there anything that hinders you from doing your best work? • Is there anything else Communicare could do to help you do your job better? • Do you have any personal or professional concerns?
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Employee Self Appraisal:

(Employee may write any notes or comments they wish to discuss at the Appraisal Meeting)

Appraisal Evaluation

<p>1) What do you like about your job, what do you not like?</p>
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2) What do you find difficult, what do you find easy?

3) What was your biggest achievement this year?

4) Is there anything else Communicare could do to help you do your job better?

5) Have you registered or found a G.P

6) Do you have any personal or professional concerns?

7) Is there anything you would like to add, including feedback from the client(s) and/or the families?

Additional Comments:

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1) I hereby confirm that this is a fair and accurate representation of the appraisal discussion.

Signed by Appraisee:		Date:	
Signed by Appraiser:		Date:	