



ETC International College

Appraisal Record Form

December 2025

ETC Performance and Development Appraisal (November)

Job holder:

Please complete Sections 1,2 and 5 and hand the form to your Reviewing Manager before your Appraisal date.

Reviewing Manager:

Please ensure that you bring a job specification to the Appraisal.

Please ensure that both you and the job holder retain a copy of this completed form.

SECTION 1 (Employee)

Name of job holder: _____

Date: _____

Position: _____

Period covered by this appraisal: _____

SECTION 2 (Employee)

How would you describe yourself in terms of the following categories?

Think particularly of your role and responsibilities at ETC, as well as your interaction with students and fellow staff members.

Strengths:

Areas to work on:

Are there any specific questions relating to your performance or potential that you would like to raise?

What do you like about your job?

What do you dislike?

SECTION 3 (Manager)**Review Progress against objectives set in previous year**

Make an overall assessment of how well objectives have been achieved and if necessary take into account any circumstances outside the control of the Job Holder.

Review of Training / Development Plan set in previous year

Record the actions taken to address training needs. Specify how the training has improved departmental and / or individual performance. Quantify where possible.

SECTION 4 (Manager)**Performance Appraisal / Review**

Please use the criteria listed in the job-specific checklist to guide the discussion on performance over the past year. Additional criteria can be added if required. The checklist should be used to record a summary of the discussion, highlighting strengths and weaknesses in job performances.

SECTION 5 (Employee)

What would you like to achieve in the next month / six months / year?
(Future career aspirations, next move, mobility, changes since last development review)

What is your action plan for achieving your aims?

(Remember that the Appraisal is a two-way process that allows for two-way feedback. This is your opportunity to ask questions directly relating to your employment terms and conditions, as well as other aspects such as school procedures, training, and so on.)

SECTION 6 (Manager)**Agreed Performance Objectives**

With reference to key business objectives in the coming period (6 months / one year), consider what the Job Holder's particular priorities will be and agree objectives.

<u>Objective</u>	<u>Action Required</u>	<u>By when</u>
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Training and Development Plan

Specify the action required to meet training and development needs in the current job / anticipated future responsibilities over the coming period, who will do this and when.

<u>Identified need</u>	<u>Action Required</u>	<u>By whom</u>	<u>By when</u>
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SECTION 7 (Manager/Employee)

Summarising Comments (Job Holder)

Signed by Job Holder: _____

Date: _____

Summarising Comments (Reviewing Manager)

Signed by Reviewing Manager: _____

Name of Reviewing Manager: _____

Date: _____

SECTION 8 (if required)

Appraisal Review in April: (please attach extra paper if needed)