

performance appraisal 2024

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| **Name of Employee** |  |
| **Job Title** |  |
| **Career Path** |  |

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| **Performance Parameter** | **2023 Assessment** | | | | |
| **Below** | **Between** | **Midway** | **Between** | **Exceeding** |
| 1. Expertise |  |  |  |  |  |
| 1. Accountability |  |  |  |  |  |
| 1. Scope |  |  |  |  |  |
| 1. Political Acuity |  |  |  |  |  |
| 1. Communication & Interpersonal Skills |  |  |  |  |  |
| 1. Innovation & Development |  |  |  |  |  |
| 1. Leadership |  |  |  |  |  |
| 1. Technical Skills (relevant to role) |  |  |  |  |  |
| 1. Operational Skills |  |  |  |  |  |
| 1. Qualifications (relevant to role) |  |  |  |  |  |

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| **Goals set for 2024** |  | **Achieved (Y/N)** |
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2024 Assessment

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| **Performance Parameter** | **2024 Self-Assessment** | | | | |  | **2024 Supervisor Assessment** | | | | |
| Below | Between | Midway | Between | Exceeding |  | Below | Between | Midway | Between | Exceeding |
| 1. Expertise |  |  |  |  |  |  |  |  |  |  |  |
| 1. Accountability |  |  |  |  |  |  |  |  |  |  |  |
| 1. Scope |  |  |  |  |  |  |  |  |  |  |  |
| 1. Political Acuity |  |  |  |  |  |  |  |  |  |  |  |
| 1. Communication & Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |  |
| 1. Innovation & Development |  |  |  |  |  |  |  |  |  |  |  |
| 1. Leadership |  |  |  |  |  |  |  |  |  |  |  |
| 1. Technical Skills (relevant to role) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Operational Skills |  |  |  |  |  |  |  |  |  |  |  |
| 1. Qualifications (relevant to role) |  |  |  |  |  |  |  |  |  |  |  |

**Employee notes with evidence/examples of 2024 work**

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| **Goals for 2025** |  |
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**Supervisor notes of discussion**