**INSERT CHURCH NAME – Staff Appraisal**

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Job Title** |  |
| **Manager Name** |  |
| **Date** |  |

PART – A – TO BE COMPLETED BY EMPLOYEE BEFORE MEETING

|  |  |
| --- | --- |
| **Employee Comments** | **Manager Comments** |
| Progress from last meeting/issues resolved/issues still outstanding |  |
| Tasks I have been working on |  |
| Ongoing/outstanding tasks |  |
| How I’m feeling! |  |
| Time off |  |
| Training requirements  Anything else? |  |

PART B – TO BE COMPLETED BY MANAGER BEFORE MEETING

|  |  |
| --- | --- |
| **Manager Comments** | **Employee Comments** |
| General appraisal/comments on progress |  |
| Future tasks/goals |  |
| Any other comments |  |
| Date of next meeting |  |

Contents of meeting agreed:

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee and Manager to retain copy and send copy to [name of person/position].