

**PRIVATE & CONFIDENTIAL**

Name: .....

Position: .....

Review Period: .....

Reviewer: .....

Review Date .....

**PERFORMANCE APPRAISAL**

One of our values is "People". One of The Fish & Chip Shop's major strategic planks is to encourage, nurture & grow our people. Our aim is that all people reach their full potential, both in terms of their contribution to the Company and their own career development.

Each review should include reference to the appropriate strategic elements wherever possible. Reviews should include balanced contributions from both reviewer and reviewee. Training/development requirements should be :

- clearly within the capabilities of the individual
- required and likely to be used by the company
- subject to a follow up process

When using the form reviewers should:

- apply appropriate emphasis to areas of concern
- focus on the worded feedback but use the numerical scoring/ranking system to indicate level of performance

The reviewee is encouraged to complete the form prior to the review in order to prepare for the discussion.

The signed original of the form is to be kept on the employees personnel file.

*Employee signature* ..... *Date:* .....

*Reviewer signature* ..... *Date:* .....

Reviewer's Manager Signature: ..... Date: .....