

#  The Baptist Union of Great Britain

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| **Minister’s Name**  | **Role** |
| **Name of Guide** | **Date** |

 **PERFORMANCE APPRAISAL ASSESSMENT FORM (APPRAISER AND APPRAISEE)**

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| **SECTION 1. Where are we? Review performance over the last year.** |
| **What went well?** **With hindsight, what did not go well?** **What are your strengths?****What are your weaknesses?** |
| **SECTION 2. Where could we go? Consider the future.** |
| **How could you be more effective in the job?****What could change to help this?** |
| **SECTION 3. How will we get there? Plan the future.** |
| **Identify some objectives for your job and personal development for the year ahead. Try to make them specific, measurable and realistic, and agree them and put some timescales to them.****What is needed to achieve them?****Resources****Help/Support****Training/Development (Appraiser to progress)** |
| **SECTION 4. What will we do?** |
| **Action points – agreed by Minister and Guide****Job Description changes?****Any other comments****Agreed Date for Progress Review** |
| **Signed: Minister: Guide:** |

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