

PUXTON PARISH COUNCIL STAFF APPRAISAL
Guided Narrative Tool (GNT)

*Employee Name:**Position & Title:***CLERK & RFO***Appraisal Period: TO 20.....**Appraiser:**Appraiser's Position:*

Take time to re-visit the goals that were set for the performance appraisal period. Did the employee meet these goals? If so, provide a brief summary outlining how the goals were met. If not, consider and summarise the reasons why they were not met.

Step 1

Compare the employee's job description with the tasks the employee performs on a day-to-day basis. Do the two coincide? Are there differences that should be accounted for?

Step 2

Summarise the employee's strengths and accomplishments during the appraisal period.

Step 3

Summarise the employee's weaknesses or areas to improve on during the year ahead.

*****Note for Steps 2 and 3:** Some areas to consider in summarising strengths and weaknesses are: Technical and professional knowledge, communication skills, work quality, service orientation, level of independent initiative, work reliability, fiscal responsibility.

Step 4

Assign an overall performance rating for the employee:

Exceptional**Above Expectations****Meets Expectations****Improvement is Needed**

THE RESULTS OF THE APPRAISAL CONDUCTED PER THIS GNT ARE ATTACHED TO AND FORM A PART OF THIS DOCUMENT

Chairman's Signature:**Date:****Employee Signature:****Date:****Has the employee's job description changed, and has an updated description been submitted with this review?****Yes****No**