

**PUXTON PARISH COUNCIL STAFF APPRAISAL**  
*Guided Narrative Tool (GNT)*

*Employee Name:*  
*Appraiser:*

*Position & Title:*  
*Appraiser's Position:*

**CLERK & RFO**

*Appraisal Period: TO ..... 20.....*

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**