

School Library Staff Performance Appraisal – Template

Initial meeting between appraiser and appraisee held early in the year to:

- Set objectives that align with school annual targets
- Agree on performance measures.
- Identify any support, training or resources required to meet objectives
- Agree on a date later in the year for the review meeting

Date (initial meeting): _____

Date (review meeting): _____

Appraisee (name and position): _____

Appraiser (name and position): _____

Agreed objectives	Performance measures	Support/training/resources required	Comments on performance

Additional achievements:

Professional development and training undertaken during the review period:

Areas for development:

Signed: Appraisee _____ Date _____

 Appraiser _____ Date _____