**Please prepare for your staff appraisal meeting and discussion with your supervisor by completing the form below and submitting within 1 week.**

**Name of Employee:**       **Date:**

**You are employed by:**Click here to pick entity

**Please fill out remuneration figures for 2017:**

|  |  |  |
| --- | --- | --- |
| Current Salary/ Month or week | Remuneration to date for this year | Bonuses Received |
|  |  |  |

**Please list your leave taken to date for 2017:**

|  |  |  |  |
| --- | --- | --- | --- |
| Paid Leave | Unpaid Leave | Off In Lieu | Medical Leave |
|  |  |  |  |

**What you do well:**

**What you need to do more of:**

**Action Plan:**

**Feedback from you:**