

Appraisal Action Plan

Guidance

The appraisee should complete this action plan either during the appraisal or immediately after.

It should record all agreed actions, and record any disputed issues and general comments. In the case of a disputed action it should give an indication of how it is intended to resolve the issue.

All participants and the Chief Executive must sign the Action Plan

Name of Appraisee		Name(s) of other participant(s)		Date of appraisal meeting	
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Agreed key responsibilities of the post:

- 1.
- 2.
- 3.
- 4.
- 5.

Agreed objectives for the next review period:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Agreed priorities for the next review period

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Action agreed	Timetable	Learning and development opportunities needed to support action

General comments

Disputed items

Appraisee's signature & date		Other participant(s) signature(s) & date	
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I have read this Appraisal Action Plan and *agree that the increment, as detailed in the employee's contract, may be awarded.

..... Chief Executive
Date

* Delete as appropriate
 Date of first interim meeting:

Timescale for next formal appraisal: