

# Annual Performance Appraisal

This appraisal is being conducted by (delete as appropriate) : Manager N+1 / Other Manager

## Employee information at beginning of appraisal period

Employee's first name and surname:

Observations (change of department, level... during the year):

Manager's first name and surname:

Manager's position:

Manager N+2's first name and surname:

Manager N+2's position:

Date of appraisal to set objectives:

Date of annual appraisal:

## Mid-term review

Date of appraisal:

Observations:

## I. Permanent objectives in the position (see job description)

Permanent objectives and associated indicators (« Objectives » stage)	Results observed (« Evaluation » stage)
Objective 1:	
Objective 2:	
Objective 3:	
<b>Summary of permanent objectives (delete as appropriate):</b> Not reached / In the process of being acquired / Reached / Exceeded	

## II. Annual specific objectives

Specific annual objectives and associated indicators (« Objectives » stage)	Results observed (« Evaluation » stage)
Objective 1:	
Objective 2:	
Objective 3:	
<b>Summary of specific objectives (delete as appropriate):</b> Not reached / In the process of being acquired / Reached / Exceeded	

### III. Personal development objectives

**Personal development objectives and associated indicators (« Objectives » stage)**

**Results observed (« Evaluation » stage)**

Objective 1:	
Objective 2:	
Objective 3:	
<b>Summary of personal development objectives (delete as appropriate):</b> Not reached / In the process of being acquired / Reached / Exceeded	

#### Overall level of objectives reached over the period of evaluation

Manager's proposal for objectives linked to Individual Performance Increase (delete as appropriate):

- Not reached
- In the process of being acquired
- Reached
- Exceeded

Proposal for objectives linked to individual variable share (delete as appropriate):

- Not reached
- In the process of being acquired
- Reached
- Exceeded

#### Comments

Manager's comments:

Employee's comments: