

# The Baptist Union of Great Britain

|  |  |
| --- | --- |
| **Minister’s Name** | **Role** |
| **Name of Guide** | **Date** |

**PERFORMANCE APPRAISAL ASSESSMENT FORM (APPRAISER AND APPRAISEE)**

|  |
| --- |
|  |
| **SECTION 1. Where are we? Review performance over the last year.** |
| **What went well?**  **With hindsight, what did not go well?**  **What are your strengths?**  **What are your weaknesses?** |
| **SECTION 2. Where could we go? Consider the future.** |
| **How could you be more effective in the job?**  **What could change to help this?** |
| **SECTION 3. How will we get there? Plan the future.** |
| **Identify some objectives for your job and personal development for the year ahead. Try to make them specific, measurable and realistic, and agree them and put some timescales to them.**  **What is needed to achieve them?**  **Resources**  **Help/Support**  **Training/Development (Appraiser to progress)** |
| **SECTION 4. What will we do?** |
| **Action points – agreed by Minister and Guide**  **Job Description changes?**  **Any other comments**  **Agreed Date for Progress Review** |
| **Signed: Minister: Guide:** |

Ministries Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: [ministries@baptist.org.uk](mailto:ministries@baptist.org.uk) Website: www.baptist.org.uk

Registered CIO with charity number 1181392

Aug 2013