

Click here to see an example of this template as a record.

# Appraisal Template

As our system allows you to unpublish and modify records as many times as you need to, there is no need to have multiple templates for performance management documents. You can publish and unpublish whenever it is time for your next review.

You can also see a video on how to make this template via our webinar section. Help > Guides and Handouts > Webinars

Headings – this helps you create sections within your templates and keep them organised. These headings will not be shown in reports.

### Focus Areas

Objective 1 – Whole School

Objective 2 – Individual

Objective 3 - Individual

Focus Areas – These are the key points of your observation/meeting. If you are using outcome sets, these headings will be the rows within your tables. Outcome sets can only be linked to focus areas and this is what generates the data in reports. Any comments entered here will also pull through into the details report section.

A single focus area cannot have more than one outcome.

Objectives	
<p><b>Objective 1 - Whole School</b></p> <p><i>Implement strategies to improve the performance of pupil premium pupils so they make the expected progress in line with career progression criteria.</i></p> <p><b>Agreed</b></p> <p><b>Comments:</b> Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them</p> <p>✓    </p> <p><b>Add +</b></p>	Outcome: <b>Agreed</b>
<p><b>Objective 2 - Individual</b></p> <p><i>Staff must enter their objective in the space provided:</i></p> <p><b>Agreed</b></p> <p><b>Comments:</b> Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship</p> <p>✓    </p> <p><b>Add +</b></p>	Outcome: <b>Agreed</b>
<p><b>Objective 3 - Individual</b></p> <p><b>Agreed</b></p> <p><b>Comments:</b> Deploy support staff effectively</p> <p>✓    </p> <p><b>Add +</b></p>	Outcome: <b>Agreed</b>

Outcome set  
"1. Objectives  
Agreed?"

Outcomes:  
Agreed  
In Discussion  
N/A

Outcome sets – these will form the columns within your reports.

They are bespoke to your own school set up and not limited to traditional Ofsted gradings. The name of your outcome sets (For Example, this one is called 1. Objectives Agreed?) Will be the name of your table within reports.




This appraisal templates has different headings to separate the appraisal review periods during the year – these can be completely customised based on your schools policies and procedures.

### Mid-Year Review

**Objective 1 - Whole School (Mid-Year Review)** Outcome: **Partially Met**  
*Implement strategies to improve the performance of pupil premium pupils so they make the expected progress in line with career progression criteria.*

**Objective Partially Met**

**Comments:**  
Behaviour has improved with the improvement of differentiation techniques.  
Focus on pace within lessons to keep students on task and avoid certain students taking advantage of time between tasks when they have finished.




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**Objective 2 - Individual (Mid-Year Review)** Outcome: **Met**  
*Refer to 'Objectives' section for individual objectives.*

**Objective Met**

**Comments:**  
Attended AQA course to examine the new specification and relay this to the team to inform planning.




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**Objective 3 - Individual (Mid-Year Review)** Outcome: **Partially Met**  
*Refer to 'Objectives' section for individual objectives.*

**Objective Partially Met**

**Comments:**  
Peer observations have been arranged to demonstrate best practice with utilising support staff within lessons.

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Outcome set  
"2. Mid-Year Review"

Outcomes:  
Met  
Partially Met  
Not Met  
N/A

Focus Areas

Objective 1 – Whole School (Mid-Year Review)

Objective 2 – Individual (Mid-Year Review)

Objective 3 – Individual (Mid-Year Review)

Staff would be able to view their records and add reflections, evidence or actions to complete during each review period.

Focus Areas

- Objective 1 – Whole School (Final Review)
- Objective 2 – Individual (Final Review)
- Objective 3 – Individual (Final Review)

**Final Review**

Objective 1 - Whole School (Final Review) Outcome: Met

**Met**

**Comments:**  
Peer mentoring has helped with behaviour management. Challenge questions have been added to tasks for students who finish early - this has ensured fewer disruptions from students

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Objective 2 - Individual (Final Review) Outcome: Met

**Met**

**Comments:**  
AQA exam team leader. Up to date with current mark schemes and specification

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Objective 3 - Individual (Final Review) Outcome: Partially Met

**Partially Met**

**Comments:**  
Lesson plans are provided to support staff. Think about giving the staff member specific tasks in the lesson.

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Outcome set  
"3. Final Review"

- Outcomes:  
Met  
Partially Met  
Not Met  
N/A

Any comments entered will pull through into the details report. These can be exported if need be.

You don't always need a specific "Evidence" focus area – our system will allow you to "Add" resources, reflection and follow up actions onto any focus area. This allows staff to upload supporting evidence for their review and examples of class data and book marking.

Focus Areas  
Evidence  
Pay Progression Recommended?

**Supporting Evidence**

**Evidence**  
*How have you worked towards your targets? Enter key details and upload resources*

**Comments:**  
*Comment Not Entered*

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This focus area does not have an outcome set linked to it but the comments entered will pull through into the details reports.

Outcome set  
"4. Pay Progression Recommended?"  
Outcomes:  
Yes  
No

**Pay Progression**

**Pay Progression Recommended?** Outcome: Yes

Yes

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This section allows employers to generate at-a-glance information in relation to employees pay progression. They are able to see it in a neat table and make their final judgements based on the collective staff data. Comments have been disabled for this focus area but you can choose to leave them on.



**What would this  
look like in  
reports?**

Your outcome set name is the title of the chart

The Outcome values are the columns of your table.

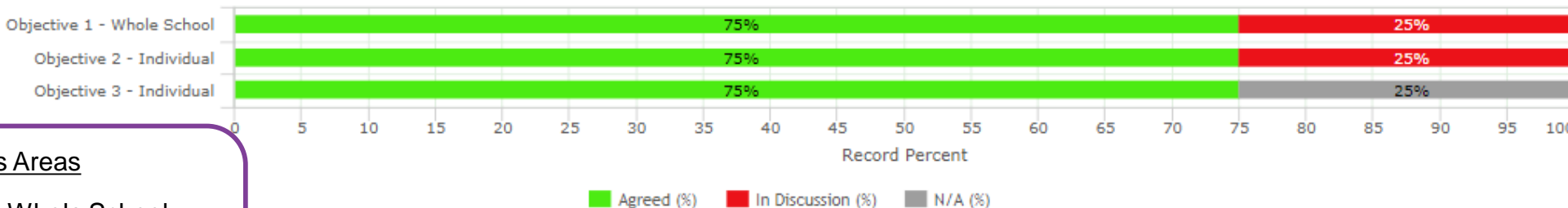
Outcome set  
 "1. Objectives Agreed?"  
  
 Outcomes:  
 Agreed  
 In Discussion  
 N/A

1. Objective Agreed? ?

Focus Area Name	Agreed (%)	In Discussion (%)	N/A (%)	Record Count
<a href="#">Objective 1 - Whole School</a>	75.0	25.0	0.0	4
<a href="#">Objective 2 - Individual</a>	75.0	25.0	0.0	4
<a href="#">Objective 3 - Individual</a>	75.0	0.0	25.0	4
<b>Total</b>	<b>9</b>	<b>2</b>	<b>1</b>	
	0% <span style="float: right;">100%</span>			

Focus areas are the rows of your table.

1. Objective Agreed?



Focus Areas  
 Objective 1 – Whole School  
 Objective 2 – Individual  
 Objective 3 - Individual

Having the separate outcomes allows for neater reports.

## 2. Mid Year Review ?

### Focus Areas

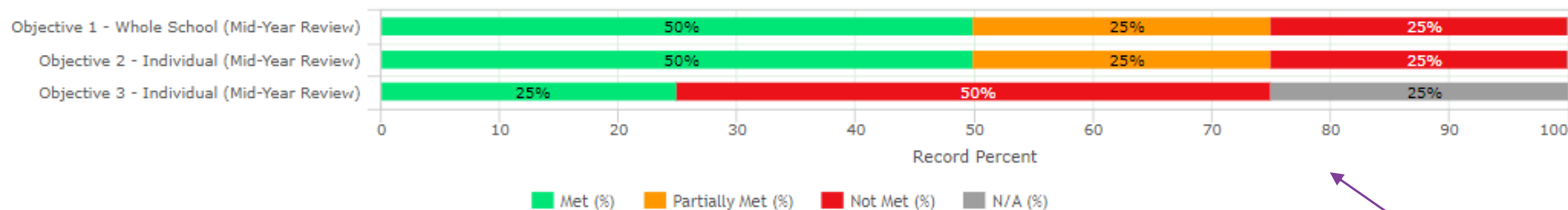
- Objective 1 – Whole School (Mid-Year Review)
- Objective 2 – Individual (Mid-Year Review)
- Objective 3 – Individual (Mid-Year Review)

### Outcome set “2. Mid-Year Review”

Outcomes:  
Met  
Partially Met  
Not Met  
N/A

Focus Area Name	Met (%)	Partially Met (%)	Not Met (%)	N/A (%)	Record Count
<a href="#">Objective 1 - Whole School (Mid-Year Review)</a>	50.0	25.0	25.0	0.0	4
<a href="#">Objective 2 - Individual (Mid-Year Review)</a>	50.0	25.0	25.0	0.0	4
<a href="#">Objective 3 - Individual (Mid-Year Review)</a>	25.0	0.0	50.0	25.0	4
<b>Total</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>1</b>	
	0% <span style="float: right;">100%</span>				

### 2. Mid Year Review



Colours of outcomes can be changed



Focus Areas

Objective 1 – Whole School (Final Review)  
 Objective 2 – Individual (Final Review)  
 Objective 3 – Individual (Final Review)

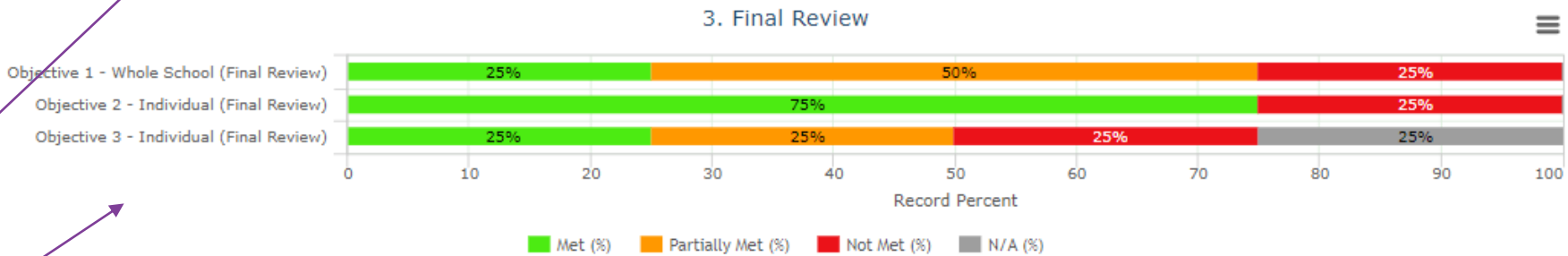
3. Final Review ?

Focus Area Name	Met (%)	Partially Met (%)	Not Met (%)	N/A (%)	Record Count
<a href="#">Objective 1 - Whole School (Final Review)</a>	25.0	50.0	25.0	0.0	4
<a href="#">Objective 2 - Individual (Final Review)</a>	75.0	0.0	25.0	0.0	4
<a href="#">Objective 3 - Individual (Final Review)</a>	25.0	25.0	25.0	25.0	4
<b>Total</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>1</b>	

0% 100%

Outcome set  
 “3. Final Review”

Outcomes:  
 Met  
 Partially Met  
 Not Met  
 N/A

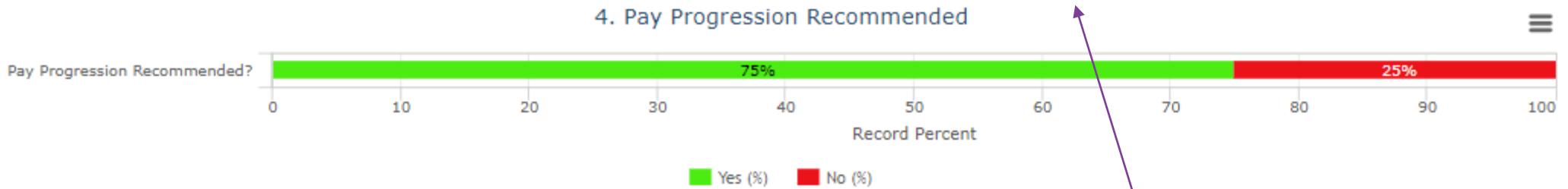


% and Charts can be toggles on and off

Outcome set  
 “4. Pay Progression Recommended?”  
 Outcomes:  
 Yes  
 No

4. Pay Progression Recommended ?

Focus Area Name	Yes (%)	No (%)	Record Count
<a href="#">Pay Progression Recommended?</a>	75.0	25.0	4
<b>Total</b>	<b>3</b>	<b>1</b>	



This chart makes pay progression less of a headache. See your information in a simple chart. You can also “drill down” into the counts and focus area reports to get more detailed information