Example Appraisal Feedback Form

To ensure the quality and development of our appraisal process we would appreciate your feedback to help improve delivery.

1. Overall, how do you feel your recent appraisal went?

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1. Did it differ to your last appraisal? If so, how?

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1. Do you feel that:

|  | Strongly Agree | Agree | Neutral | Disagree | Strongly Agree |
| --- | --- | --- | --- | --- | --- |
| The appraisal process was clear  |[ ] [ ] [ ] [ ] [ ]
| Adequate time was given to prepare for the appraisal |[ ] [ ] [ ] [ ] [ ]
| The venue and time for the appraisal was suitable |[ ] [ ] [ ] [ ] [ ]
| The appraiser encouraged you to reflect on role(s) |[ ] [ ] [ ] [ ] [ ]
| The supporting information obtained was relevant |[ ] [ ] [ ] [ ] [ ]
| The appraisal summary reflected the discussions held |[ ] [ ] [ ] [ ] [ ]
| The personal development plan is helpful  |[ ] [ ] [ ] [ ] [ ]

1. Do you have any comments about the above?

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1. How do you feel the appraiser supported the process? Could they do anything differently?

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1. How would you change the appraisal process to make it better?

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