

Self Appraisal

Aspects of Employment

Name:

Position:

Date: ____ / ____ / ____

EMPLOYMENT SATISFACTION

Are you satisfied in your employment at present, if not what areas have you for concern?

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PEERS / MANAGERS

How do you assess your working relationship with:

a) Your Peers

b) Your Manager

INTEREST IN WORK

Why are you interested in this type of work?

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SICKNESS / ABSENCE

What do you assess your sickness / absence record as?

<i>Good</i>	<i>Fair</i>	<i>Poor</i>
<i>Attendance</i>	<i>Attendance</i>	<i>Attendance</i>
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When you check the off duty do you see any patterns associated with your sickness?

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SUPPORT FROM MANAGERS

Do you get adequate support from your managers, are there areas that you feel need improving?

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JOB DESCRIPTION

Do you understand the nature of your work and have you seen your Job Description?

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STRENGTHS

What do you feel are your strengths, and what particular skills do you bring to your workplace?

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Self Appraisal continued . . .

WEAKNESSES

What do you feel are your weaknesses and what can be done to improve on them?

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RESIDENT RELATIONSHIPS

What is your relationship with the residents, highlight both positive and negative factors?

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STANDARD OF WORK

Is your work of a satisfactory standard, do you complete tasks in time are there areas that are positive and negative?

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FLEXIBILITY

How flexible have you been regarding shift patterns, have you been able to respond to the needs of the Home at short notice?

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RESIDENT MOODS AND BEHAVIOUR

How do you cope with residents moods and behaviour and what mechanisms do you use to resolve situations?

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HEALTH AND SAFETY

Are you aware of Health and Safety issues which affect your work and are you aware of our Health and Safety Policy?

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CONFIDENTIALITY, CLIENTS RIGHTS AND ADVOCACY

How do you regard the need for Confidentiality, Residents Rights and Advocacy?

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QUALITY STANDARDS

Do you understand the need for Quality Standards and what effects they have in the Home?

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Self Appraisal continued . . .

MANUAL HANDLING

Do you appreciate the need for safe Lifting and do you follow the Lifting rules?

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Have you been taught Lifting methods?

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FIRE PROCEDURES

Do you have knowledge of Fire procedures including evacuation?

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Are you competent to carry out your role in an emergency?

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PROFESSIONALISM

Do you adequately answer the Phone, Record Information and Inform Others of Significant Events?

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PERFORMANCE GRADING

How would you grade your performance?

1. Quality of Work

2. Understanding of Work

3. Competence

4. Enthusiasm

5. Ability to Organise

6. Flexibility

7. Caring Nature

8. Attitude

9. Sensitivity

10. Confidence

11. Interpersonal Relationships

Good

Adequate

Poor

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[A] Above Average [B] Average [C] Below Average [D] Poor

Signed Date