

**ABERSU STAFF APPRAISAL: SELF-ASSESSMENT QUESTIONNAIRE**

This is a preparation form only and will be used to prompt discussion with your manager regarding your performance. It will not be kept on your formal record.

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| **Name:** | **Role:** |
| **Line Manager:** | **Appraisal date:** |

**Purpose of the Appraisal:**

The appraisal scheme is designed to meet the following objectives;

* To give Managers and Staff the opportunity to discuss progress towards agreed objectives
* To identify individual objectives for the year ahead
* To assist staff in performing their role to the best of their ability, maximising job satisfaction and contribution to the Union’s success
* To identify individual and team development and training needs
* To ensure staff are aware of, and work is aligned with, the Union’s strategic plan
* To promote a positive culture and working environment

The purpose of this form in particular is to aid and develop conversations with your line manager about how you perform and how the Union supports you to perform to a standard of excellence.

Please complete this form and forward it to your line manager at least 24 hours prior to your appraisal meeting.

It is important that you are honest with your answers so that we can work to improve your potential success and the success of the Students’ Union.

Your answers will be kept confidential in accordance with SU HR practices

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| What are you most proud of in the last year? What has gone really well? |
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| What have you found the most challenging? |
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| How would you describe your progress against the objectives agreed at your last performance review meeting? Please provide examples to support your judgement or describe any barriers to achievement. | | | |
| Objectives (from previous appraisal/review meeting) | Achieved | Partly Achieved | Not Achieved |
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| Are there any other areas in which you have achieved, or contributed to the success of the Union? |
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| How have you demonstrated the Students’ Union values this year?  *We are shaped by students (Their voice matters most)*  *We are a community (we want students involved)*  *We are transparent - We are always honest and open*  *We are ambitious - We develop for the future*  *We caru Cymraeg - We champion Welsh language and culture* |
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| **Is your job description accurate: Yes / No** |
| If no what needs to be adapted? |

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| **Are there any areas of concern or issues you wish to raise?** |
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| Are there any contacts/networks you are not connected with which you think might be useful for your work or the work of the Union? | |
| Possible Contacts/networks | Potential Benefits |
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| What one thing would you like to achieve more than any other in the coming twelve months? What may prevent/hinder you from achieving this? |
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Please answer yes or no to the following questions. If you have any comments please add them to the box below:

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| Do you know what is expected of you in your role at work? |  |
| Do you have the right materials and equipment to do your job well? |  |
| Do you have the opportunity to do what you do best every day? |  |
| Do you receive recognition for your efforts and achievements? |  |
| Is there someone at work who cares about you as a person? |  |
| Is there someone at work who encourages your development? |  |
| Do you feel that your opinions are valued? |  |
| Does the purpose and direction of the Union make you feel like your job is important? |  |
| Do you feel that your work colleagues are committed to achieving quality outcomes for the Union? |  |
| Do you have a friend, or friends at work? |  |
| In the last 6 months, has someone talked to you about your progress? |  |
| In the last 12 months, have you had the opportunity to learn and develop? |  |
| Please feel free to add any further comment/details you think are relevant and/or valuable | |
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| Feedback for your Line Manager:  Help your line manager to do a great job; tell them what they do well, and what they might do differently to support and challenge you to be a great member of the AberSU team |
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