

**BROADSTONE GROUP LTD**

**PERSONAL DEVELOPMENT FORM**

**NAME**

**DATE OF APPRAISAL**

**DISTRIBUTION;**

- |          |                          |
|----------|--------------------------|
| <b>1</b> | <b>INDIVIDUAL</b>        |
| <b>2</b> | <b>MANAGING DIRECTOR</b> |
| <b>3</b> | <b>PERSONNEL FILE</b>    |

NAME.....

DATE OF APPOINTMENT.....

POSITION/JOB TITLE.....

REPORTING TO.....

JOINING DATE.....

**JOB DESCRIPTION  
KEY LEVELS / SKILLS**

**TRAINING SINCE LAST APPRAISAL (IF APPLICABLE)**

**QUALIFICATIONS (WORK RELATED AND OTHER)**

**KEY;     A = VERY GOOD  
          B = GOOD  
          C = NEEDS IMPROVEMENT  
          D = NEEDS URGENT ATTENTION**

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* = EVALUATION BY APPRAISEE		0 = EVALUATION BY APPRAISOR				
PERSONAL - ACHIEVEMENT OF PERSONAL OBJECTIVES						
	A	B	C	D	N/A	
Initiative						
Integrity						
Dependability/Reliability						
Assertiveness						
Attitude						
Flexibility						
Co-operation						
Confidence						
Self Discipline						
Appearance						
Sociability						
Housekeeping - Work Area						
Housekeeping - Vehicle						
Commitment to job						
Commitment to team						
Commitment to company						
Organisational skills						
Delegation skills						
Health & Safety						
Communication skills - verbal						
Communication skills - written						
Leadership						
Authority						
Motivation of self						
Motivation of others						



<b>SUMMARY OF FUTURE TRAINING NEEDS</b>		
<b>TYPE OF COURSE</b>	<b>WHERE AVAILABLE</b>	<b>WHEN</b>
<b>SUMMARY OF COMMENTS</b>		
<b>FUTURE AMBITIONS</b>		
<b>SIGNED</b>		<b>DATE</b>
<b>APPRAISEE</b>		
<b>SIGNED</b>		<b>DATE</b>
<b>APPRAISOR</b>		
<b>REVIEWED BY</b>		
<b>(MANAGING DIRECTOR)</b>		<b>DATE</b>