

Assessment of potential

Name

Job title

Department

Length of time in post Date of appraisal

Section A – Assessment of potential

- Not fitted at present for further promotion
- Not fitted at present but likely to become fitted within the next two years
- Fitted for promotion

Section B – Employee’s aspirations

Describe employee’s career aspirations, noting relevant details about interests, mobility, previous experience, etc.

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Section C – Job experience

Does the employee display abilities which may make him/her a suitable candidate for a job in the same grade but in a different discipline?

- YES NO If 'yes', list job(s) identified

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Section D – Training

Would further training or other development action be appropriate?

YES NO If 'yes', list job(s) identified

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Reporting Manager Signed

Section E – Countersigning manager’s comments

Confirm whether the employee has/has not demonstrated suitability for promotion. Explain any areas of disagreement with the reporting manager’s assessment.

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Signed

Section F – Employee’s comments on assessment of potential

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Signed