

**Proposed Individual Assessment Form
Level 7 & 8**

Name		Job Title	
Directorate		Level	

Criteria	Rating	Evidence
1. Technical skills and experience		
(a) Critical technical/business skills/knowledge		
(b) Technical competence		
2. Personal skills and experience		
(a) Relationships/interpersonal skills (team-working, influencing, customer focus)		
(b) Personal responsibility (initiative, pro-activity, delivery of results, positive approach)		
3. Work Performance		
a) Performance rating 2007		
b) Performance rating 2008		

Other differentiating Factors	Rating	Evidence
4. Performance trend		
5. Disciplinary record		

Line Manager(s) Name(s)		Job Title		Date	
Signed					

Scoring Against Criteria – Example Notes

Role Type	<p>A - Technical manager/Project manager, (i.e . leads a team but is also utilised for own technical expertise)</p> <p>B - General Manager</p> <p>C – Support role, no management responsibility</p>
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Criterion	Guidance note on application
1. Technical Skills and experience	
a) Critical technical/business skills/knowledge	<p>A measure of criticality from 0 to 5 where</p> <p>5 - Has unique skill or knowledge the absence of which would severely impact on business performance and/or continuity</p> <p>4 - skills transfer would be extensive</p> <p>3 - skills transfer could be effected within 6 months</p> <p>2 - skills transfer could be effected within 3 months</p> <p>1 - minimal impact</p> <p>0 - No critical skills or knowledge</p>
b) Technical competence	<p>5 – meets the requirements fully in all respects, plus useful/additional skills/knowledge/potential to advance</p> <p>4 – Meets the requirements fully</p> <p>3 – meets most of the requirements with some development needs which can be improved through training in a short time</p> <p>2 – meets some of the requirements but some still need to be developed</p> <p>1 – Does not meet all the requirements for the current or future role and not capable of being trained in the short term</p> <p>n/a– Not used in a technical capacity</p>
2. Personal Skills and experience	
(a) Relationships/interpersonal skills (team-working, influencing, customer focus)	<p>5 – meets the requirements fully with respect to all stakeholders</p> <p>4 – meets the requirements in most respects, has good relationships or demonstrates capability to develop further in a short time</p> <p>3 – meets most of the requirements</p> <p>2 – meets some of the requirements but some still need to be developed</p> <p>1 – does not demonstrate the skills required and is unlikely to adapt to future requirements</p>
b) Personal responsibility (initiative, pro-activity, delivery of results, positive approach)	<p>5– meets the requirements fully in all respects, and demonstrates potential to advance</p> <p>4 – meets the requirements fully</p> <p>3 – meets most of the requirements with some development needs or shows capacity to improve in a short time</p> <p>2 – meets some of the requirements but some still need to be developed</p> <p>1 – does not demonstrate the requirements and is unlikely to adapt to future requirements</p>

3. Work Performance	
a) Performance rating 2007	10 - Exceptional 6 - High 3 - Competent 0 - Under performing
b) Performance rating 2008	10 - Exceptional 6 - High 3 - Competent 0 - Does not meet objectives

Other factors	
4. Performance trend	6 Upward 3 Level 0 Downward Note – use this to indicate where the performance scores used in Section 3 above may give an unclear picture of true performance trend. <i>For example</i> If someone had a unusually difficult year in 2007 and early 2008 but they are normally a high performer and they are now returning to a normal level of performance your should Rate this as 6 – with supporting comments in Evidence
5. Disciplinary	Indicate with X if there is a disciplinary record which is still live (give brief nature in Evidence section)