

SECTION D

1. Comment on the employee's strengths in relation to the various aspects of the job.

2. Comment on the employee's limitations in relation to the various aspects of the job.

3. (a) Is any action being taken to help the employee improve his/her performance?

Yes

No

(b) If yes, please specify. If no, recommend training or action to be taken.

4. How long have you been a Supervisor or have had this present level of Supervisory responsibility?

5. How many persons do you supervise?

SECTION E

CAREER PLANNING *(to be completed by employee)*

1. **EDUCATION AND TRAINING :** *(Please indicate any orientation programmes / academic or special qualifications / training, attended / undertaken / gained during the period of the appraisal).*

2. (a) Do you enjoy your present job? Yes No

(b) Give reasons for your answer.

3. What are your career aspirations?
