

Warwickshire Early Years Quality Standards and Safeguarding Team

Example Self Reflection Appraisal Forms



This resource has been developed to support all Early Years providers working with children aged from birth to five years, with a focus on good practice in relation to Appraisal.

Please note:

- It is responsibility of each early year's provider to decide upon their own policies procedures for appraisal and record forms.
- The following forms are provided **for illustrative purposes only**. They should not be used in their entirety but may instead be used as a helpful starting point for providers, to then develop and shape their own forms.
- Before using any of the forms, time should be spent upon personalising the form for use in your own setting, so each form adopted is reflective of your settings aims for appraisal, your vision, and values and tailored to your staff.
- Forms should also be reviewed regularly and updated accordingly.



Employee Self Reflection Appraisal Form.

It is good practice for employees to complete a self-appraisal form prior to the interview.

The following form provides an example of a self-reflection form which enables each employee the opportunity to reflect upon their performance over the year, identify areas where they feel they have excelled, areas they feel they need more support on, any training they have completed and any they would benefit from.

It is important that before using this form time is spent personalising this for use in your own setting, so it reflective of your setting aims for appraisal, your vision, and values and tailored to your staff so it enables their self-reflection. Once personalised this form can then be used by the employee before the actual appraisal meeting and used within the meeting to support discussions.

Example A: Self Reflection Appraisal Form

Name:	Role:
Date of meeting:	Time:
Actions from previous appraisal: <i>(include below)</i> <ul style="list-style-type: none">••	
Self-Reflection: Progress against previous actions set	
Have you have met the actions set within your previous appraisal? If so, how?	
If you have not completed the agree actions, please share the reasons for this including any barriers / challenges you have faced and what future support may help you overcome these?	
Self-Reflection: Roles and Responsibilities	
Do you feel your job description accurately reflects your role and responsibilities?	
Are there any ways it can be improved?	
How effective do you feel you are in your role and ensuring the needs of children are met?	
What aspects of your work have you enjoyed most and why?	
What have you enjoyed least and why?	
What recommendations do you have to address the aspects you have enjoyed least?	

Self-reflection: Performance

What are your key strengths?

What do you consider to be your main achievements in your role since your last appraisal?

What have been your significant areas of learning since your last appraisal?

What steps have you taken to develop your skills knowledge and expertise?

Self-Reflection: Future goals, target setting and support.

What are your future goals, both personally and professionally for the next year?

Do you feel there is anything that we could do to help you meet these goals and perform more effectively?

Is there any training you would like to access or any further support you would like to help you in your role?

What further steps would you like to take?

Is there anything else you would like to discuss?

Declaration

Has anything changed in your circumstances since your last appraisal?

Do have any concerns in relation to health safety in the setting?

For each of the following areas please rate yourself in the following areas on a scale of 1-10.

Please do be honest as this will help us to set future targets and task to support your ongoing development.

Area	Rating 1-3 poor 4-6 satisfactory 7-9 good 10 Excellent.	Comments / Supporting Evidence
Attendance.		
Time Keeping.		
Interactions with children.		
Interactions with co-workers.		
Partnership with parents.		
Contribution and involvement with planning.		
Supporting children's learning and development.		
Managing children's behaviour and role modelling behaviour.		
Understanding of safeguarding and child protection.		
Attendance to staff meetings, training days or completing CPD?		
Ability to follow direction from management and room leaders?		
Ability to carry out risk assessments and implement?		
Ability to adhere to policies and procedures?		
In light of the above, is there any areas you would like to focus on in your appraisal?		
Print name:		
Signed:	Date:	

Example B: Self Reflection Appraisal Form

The following form provides another example of a self-reflection form which enables each employee the opportunity to reflect upon their performance over the year, identify areas where they feel they have excelled, areas they feel they need more support on, any training they have completed and any they would benefit from.

It is important that before using this form time is spent personalising this for use in your own setting, so it reflective of your setting aims for appraisal, your vision, and values and tailored to your staff so it enables their self-reflection. Once personalised this form can then be used by the employee before the actual appraisal meeting and used within the meeting to support discussions.

Name:	Role:
Date of meeting:	Time:
Actions from previous appraisal: (include below) <ul style="list-style-type: none">••	
Self-reflection: Performance	
What have you achieved in your key area of work since your last appraisal?	
What do you consider to be your key strengths?	
What do you consider to be your main areas for development?	
What skills/ area of work do you feel you need to improve the most and why?	
Which aspects of your role do you like the most?	
Which aspects of the role do you dislike the most?	

For each area, please give yourself a rating. *NB Please do be honest as this will help us to set future targets and task to support your ongoing development*

	Excellent	Good	Average	Poor	Comments
Attendance & punctuality.					
Skills and Knowledge to fulfil my role in supporting children's learning and development.					
Understanding of safeguarding and child protection.					
Partnership with parents.					
Team player.					
Ability to use initiative.					
Responsibility.					
Organisation.					
Attitude.					

Self-Reflection: Future goals, target setting and support.

What are your personal goals for the next appraisal period?

Do you feel there is anything we could do to help you meet those goals?

Please comment on area / issues that have not been addressed:

Declaration:

Has anything changed in your circumstances since your last appraisal?

Print name:

Signed

Date:

Example C: Self Reflection Appraisal Form

The following form provides a final example of a self-reflection form which enables each employee the opportunity to reflect upon their performance over the year, identify areas where they feel they have excelled, areas they feel they need more support on, any training they have completed and any they would benefit from.

It is important that before using this form time is spent personalising this for use in your own setting, so it reflective of your setting aims for appraisal, your vision, and values and tailored to your staff so it enables their self-reflection. Once personalised this form can then be used by the employee before the actual appraisal meeting and used within the meeting to support discussions.

Name:		Role:			
Date of meeting:		Time:			
Actions from previous appraisal: (include below) <ul style="list-style-type: none"> • • 					
Self-reflection: Performance					
Points to consider: <ul style="list-style-type: none"> • Achievements since last appraisal. • Key strengths. • Areas for development. • Aspects or your role which are enjoyable. • Aspects of the role which are challenging. 			Notes: Please use this space to add self-reflection notes or evidence		
For each area, please give yourself a rating. <i>NB Please do be honest as this will help us to set future targets and task to support your ongoing development</i>					
	Excellent	Good	Average	Poor	Comments
Attendance & punctuality.					
Skills and Knowledge to fulfil my role in supporting children's learning and development.					
Understanding of safeguarding and child protection.					
Partnership with parents.					
Team player.					
Ability to use initiative.					
Responsibility.					
Organisation.					

Self-Reflection: Future goals, target setting and support.

Points to consider:

- Personal goals for the next appraisal period.
- Identified support to help you meet those goals.
- Further training?

Notes: Please use this space to add self-reflection notes or evidence.

Self-reflection: Other areas

Points to consider:

- Any other areas/ issues that have not been addressed.

Notes: Please use this space to add self-reflection notes

Declaration:

Has anything changed in your circumstances since your last appraisal?

Print name:

Signed

Date:

Example D: Self Reflection Appraisal Form

The following form provides a final example of a self-reflection form which enables each employee the opportunity to reflect upon their performance over the year, identify areas where they feel they have excelled, areas they feel they need more support on, any training they have completed and any they would benefit from.

It is important that before using this form time is spent personalising this for use in your own setting, so it reflective of your setting aims for appraisal, your vision, and values and tailored to your staff so it enables their self-reflection. Once personalised this form can then be used by the employee before the actual appraisal meeting and used within the meeting to support discussions.

Name:	Role:
Date of meeting:	Time:
Actions from previous appraisal: (include below) <ul style="list-style-type: none">••	
Review	
What do you feel has been particularly successful during this review period?	
What do you feel could have worked better and why?	
How could things be improved?	
Development	
What specific objectives would you like to work towards for next year and agree during the review meeting.	
What support might you need to complete these objectives and from who?	
What measures could we take as an organisation to: <ul style="list-style-type: none">• Support you in your role?• Improve how we work with you?• Improve the job itself?• Improve the effectiveness of our team?	

Training, development and learning plan

List here the development and learning have you undertaken in the period of review and the key learning form this.

Which aspects of your training have you implemented into the environment / practice?

What areas of training, development and learning goals you would like to explore next year?

Use this space to note any other areas of discussion.

Staff member general comments.

Declaration:

Has anything changed in the employees' circumstances since their last appraisal?

Print name:

Employers signature:

Date

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