

## New Mills Town Council Appraisal Form



<b>Your name</b>	
<b>Job title</b>	
<b>Manager name</b>	
<b>Date</b>	

***“Working with our community to secure the best future for New Mills.”***

The aim of this appraisal form is to aid in reviewing job performance to ensure that you can perform your job to the best of your ability, by providing a clear direction towards personal and organisational objectives and ensure maximum job satisfaction and contribution towards NMTC success.

**Your objectives should align with NMTC core values and aims.**

This appraisal process should also:

- Identify individual training, development and career needs;
- Provide opportunities for advancement or alternative work where necessary; and
- Provide opportunities for the Manager and Employee to review the job description.

### **Core Values:**

1. **Openness & Responsiveness** *We are upfront and clear about what we’re doing and why, using plain English to make it easy for everyone to understand.*
2. **Community Focus** *Our decisions, made using community expertise and input, are shaped by what we believe to be best for New Mills.*
3. **Sustainability and Environmental Stewardship** *We cherish and protect our parks, woodlands, and natural areas. Every decision we make takes into account the impact on our environment.*
4. **Working Together** *We believe in rolling up our sleeves and getting things done—together. We work hand-in-hand with residents, businesses, and local groups to make a real difference.*
5. **Practical Progress** *We focus on what works. Our aim is to make improvements that the people of New Mills can see and feel.*

### **Aims:**

1. Promote New Mills as a thriving, safe and welcoming town for all.
2. Build strong partnerships to develop and deliver projects to help support the wellbeing of the residents of the town.
3. Maintain and enhance our assets, including green and open spaces, to: ensure safe access; benefit the community; preserve and promote the heritage, traditions, character and identity of the town.
4. Listen to, engage and work with our residents, actively encouraging community voices to be heard ensuring that the Town Council’s priorities reflect the needs of the community.
5. Practice ethical and sustainable governance that shows financial responsibility and ensures sustainability.
6. Help create a sustainable New Mills

**In using this tool, our aim is to make personal development a meaningful and engaging experience for all of us;** where we are provided opportunities for growth; where discussions with managers are motivating; and where development results in great performance for individuals, teams, and the council.

## My Last 12 months

<b>What I have achieved</b>	<b>My highlights</b>	<i>Thinking about the last year, what are you most proud of achieving and why? How did your achievements demonstrate our values? What were the outcomes?</i>
<b>My challenges</b>	<b>My performance</b>	<i>What were the challenges you faced, and what did you do to overcome them? What did you learn; what would you do more of or do differently?</i>

## My Future Development

<b>My career</b>	<b>Career goal(s)</b>	<i>What are your career interests for the short and the longer-term? Think about how you can contribute to shaping our town how you can contribute to our transformation.</i>	
	<b>Short term goals</b>		<b>Long term goals</b>
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<b>My career</b>	<b>Areas of strength &amp; development</b>	<i>What are your key areas of strength—knowledge, skills, behaviours? What are you most passionate about, what do you enjoy doing the most in your job? Think about your past performance, your strengths and your career goals. Where do you need to develop additional skills or new ways of working? Are there strengths that you want to build on?</i>	
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## My Next Year Objectives

These objectives should be based upon your career goals and areas of strength and development. Make your objectives 'SMART' - Specific, Measurable, Achievable, Relevant and Timely.

**Example of SMART Objective...**

**Specific** – “I will **get fit** run...”

**Measurable** - ...**more often** twice a week...

**Achievable** - ...for at least ~~20~~ 2 miles...

**Relevant** - ...so I can finish a marathon...

**Timely** - ...**one day** by the end of 2025.”

<b>My objectives</b>	<b>Outcomes</b>	<p><i>Discuss what your priorities are for the coming year. Talk about the changes that will be happening across the council and within your service area.</i></p> <p><i>In your role, how can you contribute?</i></p> <p><i>What outcomes do you want to achieve?</i></p> <p><i>What actions do you need to take to achieve them? How can you help improve the way your services are being delivered?</i></p> <p><i>Are there any opportunities for you to take on a piece of work that will help you develop your skills and your career?</i></p> <p><i>How are you going to demonstrate our values?</i></p>

## Summary

<b>Summary</b>	<b>My comments</b>	<i>This is an opportunity to give your manager any feedback that you would like to share.</i>
	<b>Manager's comments</b>	<i>This is an opportunity for your manager to share their final thoughts and concluding comments with you.</i>

<b>My signature</b>		<b>Date</b>	
<b>Manager's signature</b>		<b>Date</b>	