

My Appraisal



My Appraisals are based on conversations not forms!

This isn't a one off conversation! Ongoing conversations and actions agreed here should happen continually throughout the year in your 1:1's!

Employees are responsible for driving their own performance and development.

THE ESSENTIALS:- GUIDANCE FOR THE PREPARATION AND COMPLETION OF THE APPRAISAL FORM



- Every member of staff should receive a yearly appraisal conversation between April and June. These meetings are confidential, and any documentation relating to this conversation must be stored securely.
- Appraisal forms (full and short forms) are available on Google Drive. Information on how to access, save and share is available on our [Good Conversations](#) Intranet page under the My Appraisal section.
- The employee is responsible for summarising and recording the key points and agreed actions after the meeting.
- The line manager is responsible for facilitating the conversation and recording / storing appraisal information / documentation on HRMS/HRER



- A [Shorter version](#) of the full appraisal form is available and could be useful for employees who work a few hours each week, sessional staff, or for those employees that would benefit from a lighter appraisal approach. As a line-manager, you can, by agreement, opt to use this version of the Appraisal. This will be delivered under the same conditions and to the same process as the full appraisal. If your service requires support in determining where the full or short version should be used across your service, it might be useful having a broader conversation with your Group HR Business Partner.



- My Appraisals are [joint conversations](#) therefore both the employee and line manager are expected to fully prepare and participate by having honest and open conversations about the employee's performance (including behaviours) and development; offering praise, recognition and identifying areas for improvement. (Hints and tips on areas that should be covered in your discussions are provided within each section of the My Appraisal document).



- The review of last year section is the only aspect of the paperwork that needs to be completed [ahead of the conversation](#). It is expected that both line manager and employee complete this section based on their reflections, observations and experiences.
- Employees need to come away from their appraisals clear as to whether they are meeting the requirements of the role; what they need to achieve and how this supports the delivery of our strategic outcomes and priorities and understand how adopting our [six key behaviours](#) will improve the delivery of their work.
- It is important that decisions and actions agreed as part of the appraisal are followed through. Progress must be monitored, discussed and realigned (where appropriate) via the employee's 1:1 conversations to ensure outcomes are delivered.



- When improvements in the employee's performance are necessary, it is important that, as a manager, this is dealt with in a fair and consistent way. Our [capability procedure](#) provides key information and support to ensure that performance and capability issues are resolved at the earliest possible stage and in a supportive way, whilst employees continue to carry out their roles.
- Development and growth needs to be driven and owned by the employee. Line managers will support by managing expectations and facilitating development and growth where appropriate. Information on what support is available can be accessed through our [Learning and Development Catalogue](#).
- Quality Assurance of appraisal conversations is important. The idea behind the senior manager agreeing and commenting on the accuracy and content of the conversation is to ensure that conversations are fair and meaningful to both parties.