



F&R Only: My Appraisal Form

Date of review	
Employee	Job Role
Line Manager	Job Role
Senior Manager	

Both you and your line manager should use the following headings and have familiarised yourselves with '[Our Behaviours](#)' to form the basis and structure of the appraisal conversation.

[illegible]

 <p>My Development & Career Aspirations</p>	<p>Training or development required for this year.</p> <ul style="list-style-type: none"> • Include any statutory training, audits, assessments or CPD requirements that need to be undertaken. • Summarise any discussions you have had about your career aspirations.
 <p>Any other points</p>	<p>Summarise any other points or agreements discussed. eg, Ideas for improving the way we work.</p>
<p>Employee Signature and Date</p>	
<p>Line Manager Signature and Date</p>	
<p>Senior Manager Signature and Date</p>	

Managers will be required to record that the appraisal has taken place on Your HR. It is also the line manager's responsibility to ensure a copy of this appraisal is retained and uploaded in PDF format onto HRER. (Please see the appraisal guidance notes on how to record/store documents on Your HR/HRER).

Appraisee Name		Personal Reference number (previously HRMS Assignment No)	
Appraisee Job Role			
Appraiser Name / Job Role			
Your HR RECORD – Check the following is correct in Your HR			
E&D personal data up to date (e.g. Disability, Ethnicity, Marital Status)			Y / N
Confirm the employee has completed the E&D CBT package and question bank			Y / N
Home address, telephone numbers and Next of Kin – up to date			Y / N
Driving licence – Others e.g. LGV, check ERDT, Car insurance covers business use – check compliance with the Management of Road Risk Policy			Y / N
HEALTH AND SAFETY			
Check personal responsibilities against Role Map and H&S Policy; knowledge of accident recording, near miss, vehicle accidents, risk assessment process and PPE			Y / N
REDKITE			
Current training record, planned training – check and confirm Appraisee is competent in role			Y / N
FITNESS TEST			
Confirm that Appraisee has passed the WFRS annual fitness test			Y / N
CONTINUAL PROFESSIONAL DEVELOPMENT			
Appraisee is currently in receipt of CPD payments			Y / N
RETAINED DUTY SYSTEM			
RDS employee is meeting their contractual hours			Y / N
PROTECTIVE SECURITY			
For those who have been through the National Security Vetting process only. I confirm there is / is not any change in the personal circumstances of (Appraisee Name). If there has been a change this must be reported to WFRS and DCLG.			Y / N

All the above information has been completed in full and represents an accurate record.

Signed (Appraisee)

Date

Signed (Appraiser)