## 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 <u>'Our</u> <u>Behaviours'</u> to form the basis and structure of the appraisal conversation.

My Review/ Performance	<ul> <li>Before your conversation, you and your line manager should use this space to:</li> <li>Summarise what has gone well/less well this year (including any feedback from members of the public, customers or colleagues on your performance).</li> <li>Consider how you have demonstrated Our Behaviours in your day to day role, any particular strengths, successes and areas for improvement.</li> <li>Give thought to your health, safety and wellbeing including the impact of your attendance/absence on your performance.</li> <li>Any learning and development taken this year?</li> </ul>				
	My review	My line manager's review			
My Outcomes & Goals	Before your conversation, you and your line manager should use this space to outline their thoughts or known outcomes and activities for the forthcoming year. These will be reviewed on an ongoing basis through your 1:1 meetings.				
	What am I going to achieve	What key activities need to happen and when			

My Development & Career Aspirations	<ul> <li>Training or development required for this year.</li> <li>Include any statutory training, audits, assessments or CPD requirements that need to be undertaken.</li> <li>Summarise any discussions you have had about your career aspirations.</li> </ul>			
Any other points	Summarise any other points or agreements discussed. eg, Ideas for improving the way we work.			
Employee Signature and Date				
Line Manager Signature and Date				
Senior Manager Signature and Date				

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 – Ch	Your HR RECORD – Check the following is correct in Your HR					
E&D personal data up to date (e.g. Disability, Ethnicity, Marital Status)						
Confirm the employee has completed the E&D CBT package and question bank						
Home address, telephone numbers and Next of Kin – up to date						
Driving licence – Others e.g. LGV, check ERDT, Car insurance covers business use – check compliance with the Management of Road Risk Policy						
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						
REDKITE						
Current training record, planned training – check and confirm Appraisee is competent in role						
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)