

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 1:1s.

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 will receive an annual appraisal conversation between April and June. These meetings are confidential, and any documentation relating to this conversation must be stored securely.
- The appraisal form is accessible through the Google template gateway. Information on how to access, save and share is available on our [My Appraisal](#) Intranet page.
- The employee is responsible for summarising and documenting the key points and agreed actions after the meeting.
- The line manager is responsible for facilitating the conversation and recording/storing appraisal information/documentation. Information on how to record the information on Your HR can be found [here](#). Any appraisal documentation will need to be uploaded onto HRER. This can be done via Your HR.



do what we say.



move with purpose
and energy.



focus on solutions.



help people and
communities to find
their own solutions.



build strong working
relationships.



be the best we can be.



- 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 the discussion are provided within each section of the My Appraisal form.
- 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 as well as understand how adopting our six key Behaviours will improve the delivery of their work.
- The review of my performance and the outcomes and goals sections needs to be completed ahead of the conversation. It is expected that both the employee and the line manager complete this section based on their reflections, observations, experiences and outcomes from the previous year and forthcoming service demands.
- It is important that decisions and actions agreed as part of the appraisal conversation are followed through. Progress must be monitored, discussed and realigned (where appropriate) as part of 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.
- Opportunities for development and growth need 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.
- The employee, line manager and senior manager are all required to sign off the appraisal conversation. This is to ensure that conversations are fair and meaningful for both parties.