



Preparing for Appraisals

This form is for the employee to complete prior to the appraisal and either bring along to the meeting or send to their manager/supervisor in advance. You can use it to prepare you for the Appraisal meeting and help you to prompt discussion. It is advisable to keep a copy of this for your own record.

NAME:	
JOB TITLE:	

Preparing for your Appraisal meeting

In order to maximise the time with your manager /supervisor during the appraisal meeting, the following questions should be considered as part of your preparation. If any of the questions are “no”, you should raise these with your manager at the meeting and discuss what actions need to be taken.

	Yes	No	Comments
Do you have an up to date job description?			
Are you aware of the team plan?			
Do you have one to one meetings with your manager?			

Have you been involved in the team planning process?			
Have there been any changes to your role in the past 12 months?			

What is going well?

What isn't gone so well and what should be done to make it go well?

How can you improve your personal performance?

What support do you need from your Manager/Supervisor/colleagues?

Learning & Development Plan

Give some thought to what learning and development you may need in order to do your job effectively and to take account of any areas of the core behaviours that you think you may wish to develop. Remember learning and development isn't always about attending a training course. Look on the learning and development intranet site for more details.

Consider what learning and development opportunities would be particularly useful for you to undertake in the coming year and why?

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What are your longer term career aspirations/development (consider the next 1-3 year's- where do you see yourself?

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You may undertake activities or be trained to do something that may not be directly related to your job please detail these below e.g. You are a First Aider, a Mediator etc.?

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Preparing for the Mid-Year Review and End of Year Review

In order to maximise the time with your manager /supervisor during the Mid Year Review meeting and the End of Year Review Meeting, the following questions should be considered as part of your preparation. You can either bring the form along to the meeting or send it to your manager/supervisor in advance. It should help you to participate in the discussion. It is advisable to keep a copy of this for your own record.

For the Mid Year Meeting - consider your objectives and core behaviours for your post which do you think are going well and which aren't going so well, and why is that? Provide as much evidence and examples to support your comments as appropriate.

For the End of Year Meeting - Consider your objectives and core behaviours for your post which do you think have gone well and which haven't gone so well, and why is that? Provide as much evidence and examples to support your comments as appropriate.

Note: six Core Behaviours will be identified as essential to underpinning successful performance in the role. This will increase to **eight** for staff with supervisory or management responsibility. For those graded J and SMG all 13 will apply.

Objectives and Core Behaviours		
	Mid year	End of year
Objective		
Objective		
Objective		
Objective		
Objective		

Objectives and Core Behaviours		
	Mid year	End of year
Objective		
Core Behaviour 1		
Core Behaviour 2		
Core Behaviour 3		
Core Behaviour 4		
Core Behaviour 5		
Core Behaviour 6		

Add extra Objectives and Core Behaviours as necessary

Core Behaviours		
	Mid year	End of year
Management 1		

Core Behaviours		
	Mid year	End of year
Management 2		
Management 3		

Learning and Development

Review the learning and development you undertook in the last 6 months and how this has impacted on your work?

Consider the time, costs, benefits and impact of the activities as appropriate.

What learning and development are you going to undertake in the next 6 months?

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At the End of year review the learning and development you undertook during the year. What has been the most useful to you and why?

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