

Appraisee

Post

Date

Unit

Appraiser

**SECTION ONE
PREPARATION**

TO BE COMPLETED BY THE APPRAISEE BEFORE THE APPRAISAL REVIEW MEETING

Section 1 should be used to prepare for your annual appraisal review and as a discussion focus during that meeting. Additionally you might wish to attach an up-dated list of any staff development activity you have undertaken over the recent past

WHAT ARE YOUR KEY CONTRIBUTIONS OVER THE LAST YEAR?

You might like to highlight any successes you think should gain particular recognition

WERE THERE ANY AREAS OF WORK YOU FOUND PARTICULARLY CHALLENGING AND IF SO, WERE THERE ANY FACTORS THAT INHIBITED YOUR SUCCESS?

WHAT AMBITIONS/CONTRIBUTIONS HAVE YOU IDENTIFIED FOR YOUR WORK DURING THE COMING YEAR?

These could include work priorities as well as contribution(s) you might make through ensuring good customer focus, managing/working with others, personal qualities, business/organisational focus, solving problems, technical skills/knowledge. Refer to the Appraisal Guidelines for Support Staff if you need help in organising your thoughts here

WHAT STAFF/CAREER DEVELOPMENT WOULD HELP YOU DURING THE FORTHCOMING YEAR?

See the Appraisal Guidelines for Support Staff for list of in-house staff development opportunities

STAFF DEVELOPMENT NEED(S) ALIGNED TO YOUR WORK:

CAREER ASPIRATION(S) AND ALIGNED SUPPORT:

MANAGEMENT FEEDBACK

SUGGESTIONS FOR IMPROVED MANAGEMENT OF YOUR SECTION/DIVISION/SERVICE

SUGGESTIONS FOR IMPROVED MANAGEMENT OF THE UNIVERSITY

ANY OTHER COMMENTS, FEEDBACK OR NEEDS?

For disabled staff (including long term ill health) think about any Reasonable Adjustments you might need

- YOUR LINE MANAGER WILL INFORM YOU OF YOUR ANNUAL APPRAISAL REVIEW MEETING DATE OF WHICH YOU SHOULD BE GIVEN AT LEAST TWO WEEKS' PRIOR NOTICE.
- THE APPRAISEE AND APPRAISER SHOULD RETAIN A COPY OF SECTION 1 FOR FUTURE REFERENCE (EG ANY INTERIM REVIEWS AND NEXT YEAR'S APPRAISAL MEETING)

**SECTION TWO
PREPARATION**

TO BE COMPLETED BY THE APPRAISER BEFORE THE REVIEW MEETING

Appraiser

Appraisee

Section 2 should be used to prepare for the annual appraisal review and as a discussion focus during that meeting

WHAT DO YOU FEEL THE INDIVIDUAL HAS DONE WELL/NEEDS TO IMPROVE DURING THE FORTHCOMING YEAR?

WHAT KEY OBJECTIVES WILL NEED TO BE PURSUED DURING THE FORTHCOMING YEAR?

Consider work priorities as well as contributions through ensuring good customer focus, managing/working with others, personal qualities, business/organisational focus, solving problems, technical skills/knowledge. Refer to the Appraisal Guidelines for Support Staff if you need help in organising your thoughts here

WHAT STAFF DEVELOPMENT WOULD HELP THE INDIVIDUAL TO WORK MORE EFFECTIVELY AND/OR SUPPORT TO MEET ANY CAREER ASPIRATIONS?

See the Appraisal Guidelines for Support Staff for list of in-house staff development opportunities

ANY OTHER COMMENTS, FEEDBACK OR IDENTIFIED NEEDS?

For disabled staff (including long term ill health) you need to consider any possible Reasonable Adjustments which might be required

- THE APPRAISER SHOULD GIVE THE APPRAISEE AT LEAST TWO WEEKS' NOTICE OF THE APPRAISAL REVIEW MEETING DATE THUS GIVING ADEQUATE TIME FOR PREPARATION
- THE APPRAISER AND APPRAISEE SHOULD RETAIN A COPY OF SECTION 2 FOR FUTURE REFERENCE (EG ANY INTERIM REVIEWS AND NEXT YEAR'S APPRAISAL MEETING)

SECTION THREE TO BE COMPLETED IN THE APPRAISAL REVIEW MEETING BY AGREEMENT

Appraisee _____ Post _____ Appraiser _____

Unit _____ Date of Review Meeting _____

ANNUAL APPRAISAL REVIEW AGREEMENTto.....

AGREED OBJECTIVES FOR THE FORTHCOMING YEAR	WHO BY & BY WHEN
<i>These could include work priorities as well as contributions through ensuring good customer focus, managing/working with others, personal qualities, business/organisational focus, solving problems, technical skills/knowledge</i>	
AGREED STAFF DEVELOPMENT AND/OR SUPPORT IN MEETING CAREER ASPIRATIONS	WHO BY & BY WHEN
OTHER AGREED COMMENTS OR APPRAISAL DISCUSSION RECORD	
<i>Any implementation/review plans of Reasonable Adjustments for disabled staff (including long term ill health) should be identified in this box</i>	

Signed / Appraisee _____ Date _____

Signed / Appraiser _____ Date _____

A COPY OF SECTION 3 SHOULD BE RETAINED BY THE APPRAISEE AND APPRAISER FOR FUTURE REFERENCE (EG ANY INTERIM REVIEWS AND NEXT YEAR'S APPRAISAL MEETING). PLEASE REFER TO YOUR UNIT'S APPRAISAL STRATEGY TO DETERMINE TO WHOM A COPY OF THE COMPLETED APPRAISAL REVIEW AGREEMENT SHOULD BE SENT