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| **My Part - Performance Appraisal**  |

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| **Employee Name:** |       |

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| **Job Title:** |       |

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| **Appraisal Date:** |       |

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| **Name of Appraiser:** |       |

This form forms the basis of discussions to take place between and Employee (appraisee) and their Appraiser. A copy will be issued to the Employee prior to the scheduled date of the Appraisal. The employee should complete all unshaded sections prior to the Appraisal, leaving the shaded sections to be completed by the Appraiser during the Appraisal interview.

1. **Control Measures (Governance)**

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| --- | --- | --- | --- | --- |
| **Statutory & Mandatory Training** | **Compliant?** |  | **Evidence?** | **Commentary on Evidence** |
| Equality & Diversity | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Fire Safety | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Infection Prevention & Control | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Information Governance | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Manual Handling | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Safeguarding Adults | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Safeguarding Children | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Health and Safety | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Prevent | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |
| Oliver McGowan | Yes[ ]  No [ ]  |  | Yes[ ]  No [ ]  |  |

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|  |  |  | **If yes – evidence of compliance provided?** |
|  |  | **Required for Role?** |  |
| Job role registrations/PIN/CPD | Yes[ ]  No [ ]  N/A [ ]   |  |  Yes[ ]  No [ ]  |
| MOT & Motor Insurance | Yes[ ]  No [ ]  N/A [ ]   |  |  Yes[ ]  No [ ]  |
| Responsibility for carrying out staff appraisals | Yes[ ]  No [ ]  N/A [ ]   |  |  Yes[ ]  No [ ]  |

1. **Looking Back (Review of previous 6 month period)**

*Employee (Appraisee) completes the upper section of each grid prior to the Appraisal – the Appraiser completes the lower, shaded section during the Appraisal.*

**Review of previous objectives – My Part**

| **Objective 1** | <Actual details of obective goes here>  |
| --- | --- |
| <appraisee to insert details of achievement here>  |
| <appraiser to insert details of what appraisee has achieved on this objective>  |
|  **Objective Achieved** [ ]  **Objective Not Achieved** [ ]   |

| **Objective 2** | <Actual details of obective goes here>  |
| --- | --- |
| <appraisee to insert details of achievement here>  |
| <appraiser to insert details of what appraisee has achieved on this objective>  |
|  **Objective Achieved** [ ]  **Objective Not Achieved** [ ]   |

| **Objective 3** | <Actual details of obective goes here>  |
| --- | --- |
| <appraisee to insert details of achievement here>  |
| <appraiser to insert details of what appraisee has achieved on this objective>  |
| **Objective Achieved** [ ]  **Objective Not Achieved** [ ]   |

| **Objective 4** | <Actual details of obective goes here>  |
| --- | --- |
| <appraisee to insert details of achievement here>  |
| <appraiser to insert details of what appraisee has achieved on this objective>  |
|  **Objective Achieved** [ ]  **Objective Not Achieved** [ ]   |

| **Objective 5** | <Actual details of obective goes here>  |
| --- | --- |
| <appraisee to insert details of achievement here>  |
| <appraiser to insert details of what appraisee has achieved on this objective>  |
| **Objective Achieved** [ ]  **Objective Not Achieved** [ ]   |

| **Objective 6** | <Actual details of obective goes here>  |
| --- | --- |
| <appraisee to insert details of achievement here>  |
| <appraiser to insert details of what appraisee has achieved on this objective>  |
| **Objective Achieved** [ ]  **Objective Not Achieved** [ ]   |

If any personal objectives, statutory and mandatory training requirements, or control measures have not been met what has prevented them being achieved?

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**Overall Performance Rating**

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| **Overall Appraisee Rating:**  drop down box | **Overall Reviewer Rating:**  drop down box |
| Refer to Section 1: \*Where the Control Measure (Governance) objectives are not met, the employee is rated ‘Under performance’ overall unless there are exceptional / mitigating circumstances. Failure to meet control measures may affect pay progression. See Pay Progression Policy for further information. |
| **Evidence to support rating (based on detail above and number of objectives achieved)** | **Evidence to support rating (based on detail above and number of objectives achieved)** |
| **Appraiser’s signature and date** | **Reviewer’s signature and date** |

1. **Looking Forwards (Objective Setting)**

When setting your objectives, you should discuss what needs to be achieved with your manager. Objectives should align to those of your

manager, your team and/or the corporate objectives. The number of objectives you have will depend on your role and should be no more

than six. When writing objectives, you should use the SMART methodology: make them Specific, Measurable, Achievable, Result-

orientated and Time-bound and Involvement

**Your objectives/work plan for the coming year <write actual dates here>**

| **Objectives**Discuss and agree the level of priority and standard of performance required for each target | **Actions to be Taken**What specifically needs to be done? | **Performance Measure**How you or your customers know the target has been achieved | **Target Completion Date** | **Comments to support any changes made throughout the year** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

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| **Additional Objectives identified at the 6-month review meeting** |
| **Objectives**Discuss and agree the level of priority and standard of performance required for each target | **Actions to be Taken**What specifically needs to be done? | **Performance Measure**How you or your customers know the target has been achieved | **Target Completion Date** | **Comments to support any changes made throughout the year** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
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1. **Personal Development Plan**

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| A Personal Development Plan is just as relevant for experienced employees who want to stay in their present role as for those who aim to further progress or change their career path. Together identify, discuss, and agree areas for development which will enable the employee to:* Deliver their job targets
* Develop their teamwork, leadership and/or managerial qualities as appropriate
* Develop their experience and skills to meet longer-term job requirements or career aspirations, where these are compatible with business goals
* These should be categorised as below

a. Mandatory training.b. Minimum essential professional requirements.c. Continuing professional development.d. Role essential requirements to meet the ICB strategic aims and operational targets.e. Individual and personal aspirations for development. |

| **Key areas** | **What are the priority development needs?** | **Category a, b, c, d or e** | **How will these be met?** |
| --- | --- | --- | --- |
| Immediate development required |       |       |       |
|       |       |       |
| Short-term future 1-2 years |       |       |       |
|       |       |       |
| Longer-term future3-5 years  |       |       |       |
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| **Appraiser’s Statement**  | **Appraisee’s Statement** |
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| **Appraiser’s signature and date** | **Reviewer’s signature and date** |

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| **Date for next Appraisal:** |  |
| **Employee signature:** | **Manager signature:** |

***Optional Completion***

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| ***Executive Statement Signature and date:*** |
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**Performance Ratings**

Below are the descriptions of the 4 rating levels (together with explanations of how they should be applied for a consistent approach across all appraisers). These descriptions will be utilised as a means of reviewing your performance.

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| **Exceptional performance**  | * All expectations in terms of each of the agreed objectives have been met and some will have been exceeded ( ie every single objective has been achieved).
* The appraisee will have demonstrated a consistent positive, flexible, and proactive approach to their work.
* The appraisee takes responsibility for their own performance and development.
* The appraisee consistently goes the ‘extra mile’ by volunteering for additional work and completing it to a high standard.
* The appraisee consistently contributes feasible solutions to making improvements within the ICB; offering to lead on these when required.
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| **Sound performance** | * Consistently meets the majority of expectations in terms of agreed objectives and some may have been exceeded (ie the majority of objectives have been achieved).
* Where expectations have not been met this has been marginal. Reasons have been identified and addressed.
* The appraisee demonstrates a positive and flexible approach to their work and their development.
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| **Developing performance**  | * Some expectations in terms of agreed objectives will have been met or exceeded. (i.e. 50% of objectives have been achieved).
* Some expectations will not have been met and improvement is needed. Appraisee recognises and understands the reasons for this and is developing. (This may reflect an individual getting to grips with a new role.)
* The appraisee demonstrates a positive approach to their work and development
 |
| **Under performance**  | * Consistently fails to meet some expectations in terms of agreed objectives. Immediate improvement is required. (ie less than 50% of objectives have been achieved).
* A formal development plan will have been agreed with the appraisee to achieve a minimum standard of performance to enable the reviewee to achieve in their role.
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