

APPRAISAL FORM



Appraisee
(Name)

Date of
Appraisal

Appraiser undertaking
review (Name)

INITIAL CHECKS

Review and complete the following checks before continuing with your appraisal:	Please tick:		
	Yes	No	N/A
Initial Checks:			
My equality and diversity portal on ESR is up to date			
My personal information on ESR is up to date			
My statutory and mandatory training is up to date			
My flexible working arrangement is up to date			
My Disclosure and Barring Service (DBS) check is in date			
I have access to and complete regular Clinical Supervision			
I have declared all conflicts of interest			
I am up to date with the registration requirements for professional bodies relevant to my role			
I am up to date with the requirements for revalidation relevant to my role			

1. ACHIEVEMENTS

This section provides you with the opportunity to highlight your achievements and successes over the last 12 months, as well as discuss your progress against last year's objectives. Consider the questions below and then use the space provided to record your responses:

- What has been achieved over the last 12 months?
- Have last year's objectives been achieved?

Please complete both sections:

Key achievements:

Review of last year's objectives:

2. BARRIERS TO ACHIEVEMENTS AND AREAS FOR IMPROVEMENT

In this section, highlight any challenges you may have faced which have impacted your progress towards achieving your objectives. It is also a chance to reflect on the challenges faced and identify possible areas for improvements in your current role. Consider the questions below and then use the space provided to record your responses:

- What has prevented you from achieving your objectives?
- What improvements can you make to be more effective in your current role?

Please complete both sections:

Barriers to achievements:

Areas for improvement:

3. BEING HUMBER

At Humber we have a way of doing things that makes us, us. For most of us, most of the time 'Being Humber' is just who we are and how we approach our work. Use this section to demonstrate the extent in which you live the being Humber values and reflect on any areas that can be developed:

- Review the Being Humber behaviours and questions below then summarise your reflections on the extent to which you demonstrate them.
- Next, consider what opportunities there are for you to develop and enhance your demonstration of these behaviours.
- Finally, appraisers will provide a further summary into the appraisee's strengths, areas for development.

Behaviours and prompt questions:

Are you friendly and welcoming ?	Do you show support to both colleagues & patients?
Do you show respect to everyone ?	Are you open and honest ?
Do you recognise diversity and celebrate this?	Do you act professionally always?
Do you seek out and act on feedback?	Are you proud of the role you do and how this contributes to patient care?
Do you ensure actions contribute to safe care and a safe working environment?	Do you put patients first in all that you do?
Do you value the contribution of everyone ?	Do you share learning with others?
Do you communicate effectively ?	Do you work collaboratively across all areas?

Please complete all sections:

Summary & Reflections:	
Opportunities to develop:	
Appraiser Comments:	

4. FUTURE DEVELOPMENT AND TRAINING NEEDS

At Humber we are committed to the goal of developing an effective and empowered workforce. This section emphasises this by asking you to reflect on your development needs linked to your current role and also future aspirations linked to career progression:

- Use the space below to record your current and future development needs.
- Give some consideration to whether you think you will be able to achieve your career aspirations within our trust, or possibly have to leave to do so.
- Agree and record development actions to be undertaken.

Note: Once the appraiser and appraisee have agreed development action(s), it is the responsibility of the appraisee to ensure they are completed.

Please complete:

Future Training &
Development needs:

Agreed Actions:

5. PERFORMANCE OBJECTIVE SETTING

In this section you have opportunity to discuss and collaboratively agree your objectives for the next 12 months or more:

- When agreeing individual objectives, consideration should be given to how the role contributes to the wider Trust's Strategic Objectives, as well as the discussions of this appraisal review.
- The recommended number of objectives is between 4 - 6 with the option of further objectives being added based on performance over the next 12 months.

No.	Core objective	By when (Date)	Critical success factors How will you measure that the objective has been achieved?
1.			
2.			
3.			
4.			

5. PERFORMANCE OBJECTIVE SETTING (CONT.)

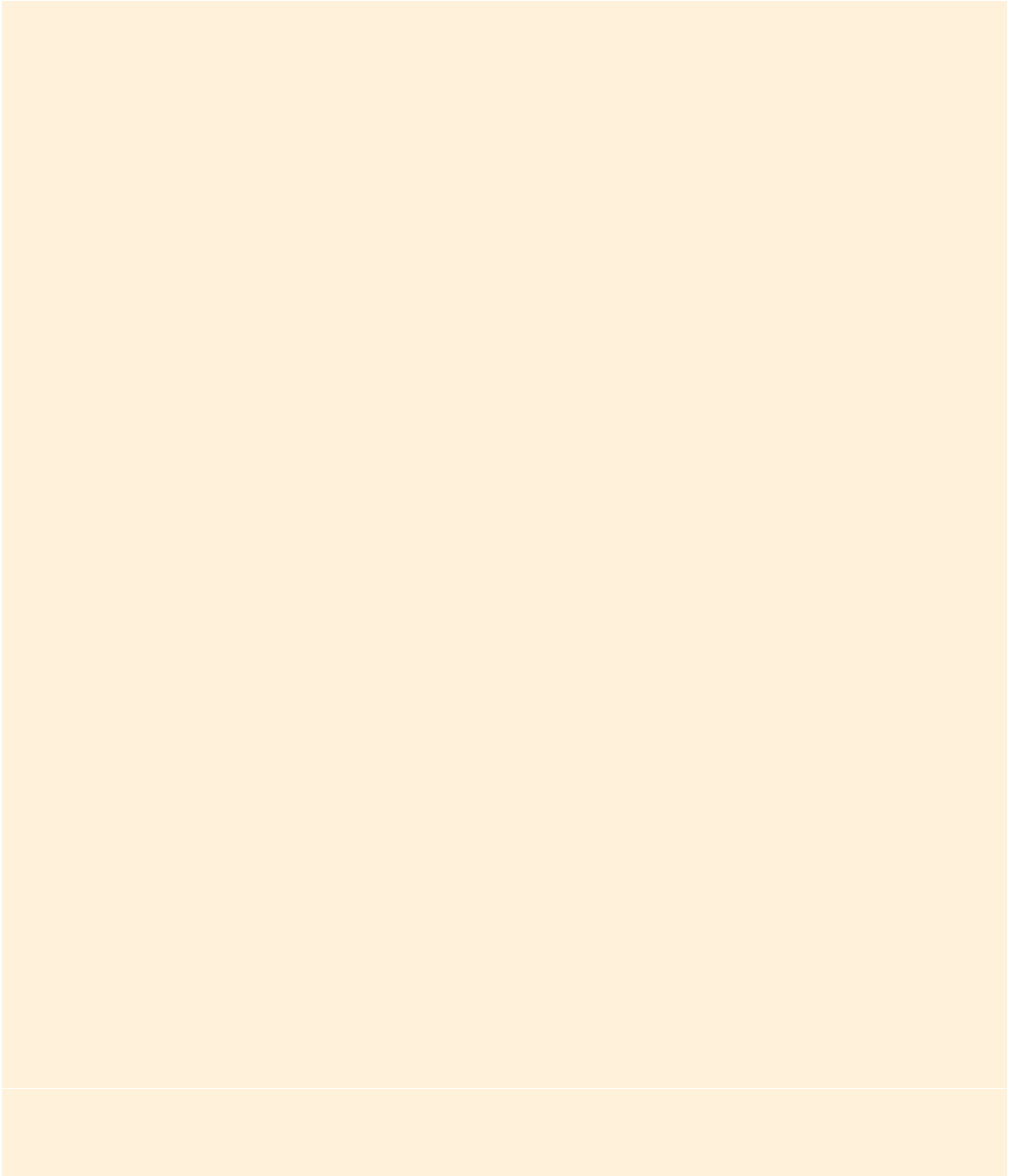
If you have more than four core objectives please use this page to record anything further.

No.	Core objective	By when (Date)	Critical success factors How will you measure that the objective has been achieved?
5.			
6.			
7.			
8.			
9.			
10.			

6. HEALTH AND WELLBEING

Explore with the appraisee their current health and wellbeing and whether they are aware of the interventions and support available across the Trust to support them.

Please complete:



7. OVERALL COMMENTS BY APPRAISER

Please complete:

Signature of
Appraiser:

Date:

Remember to record the completion of this appraisal and pay progression details on ESR via manager self service/ESR portal. Please see [here](#).

For queries contact: hnf-tr.strategichrteam@nhs.net

8. OVERALL COMMENTS BY APPRAISEE

Please complete:

Signature of
Appraisee:

Date: