

Appraisal conversation 2020-2021

Please read through this template and accompanying guidance sheet

Complete Questions 1 and 2 beforehand and Questions 3 and 4 should be completed together

Staff Name:

Manager Name:

Date:

1. Your health and wellbeing - How are you?

You could think about:

- Your health and wellbeing – how do you feel?
- Reviewing your health and wellbeing - do you have what you need?
- Your work/life balance.
- What the team culture currently feels like.
- Any actions you want to take to improve your health and wellbeing.

2. Your role - How is work going?

You could think about:

- Your stand-out moment, something you are proud of.
- Something that your team has achieved.
- Something you've learned or improved on.
- Something you've found challenging.
- Support you may need from your manager or colleagues.



3. Work priorities for you for the next 3 – 6 months

You could discuss:

- Current ways of working and what could be improved
- Things that have gone well and how to contribute ideas
- Adapting protocols or guides in your team/ service
- Feedback from users of the service (patients/ clients) and how this could be used to make changes
- If you are in a re-assigned post what are the priorities for now and back in your normal role

4. Your personal development and aspirations

You could think about:

- Reflecting on your learning and development and its impact.
- Updating your personal development plan (PDP).
- Listing the opportunities you have had to learn something new.
- What support or development would help you in your role.
- What you'd like to do more of in your role.
