

## Appraisal Form for 2020/21

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### Signatures

Employee:		Date:	
Line Manager:		Date:	

Please sign and date this document to confirm that the appraisal has been completed

Before using this paperwork all employees must be familiarised with the process and Line Managers must be trained

## Part 1

### Section A

#### Personal Details

Name:	
Job Title:	
Department/Team:	
Line Manager:	
Date of Appraisal:	

### Section B

#### Appraisal Preparation Questions

Complete the following questions to help you to think about your current role, your impact and effectiveness as well as your future development and potential. Aim to give concise answers each time.

Are you clear about your role and responsibilities?	Yes / No
Is your job description up to date?	Yes / No
Is all of your mandatory and statutory training up to date?	Yes / No
Is your professional registration up to date? <i>(if relevant to post)</i>	Yes / No
Are all of your direct report appraisals up-to-date or have these been scheduled? <i>(line managers only)</i>	Yes / No
<i>Delete as appropriate</i>	

What aspect of your role has gone particularly well over the last 12 months (or since your last appraisal)? What are you most proud of? <i>(To note, this could be a project, an improvement or an outcome etc.)</i>

What has been your most significant challenge? How have you overcome this?

What area/s of your work do you particularly enjoy and why?

What area/s of your work do you least enjoy and what strategies do you use to motivate yourself to undertake this work? Is there anything the CCG could do to improve your job satisfaction?

Are there any issues that prevent you from completing your work and how might these be rectified?

How could you currently make better use of your knowledge, skills and experience? Think about areas of work you would like to get involved in even if this is only to a greater extent

Over the last 12 months, how have you contributed to the success of your team or even the organisation? *(Try to link your contribution to the strategic and/or team objectives)*

Over the next 6 to 12 months, how do you believe you could further contribute towards the success of your team or even the organisation? How could you increase your impact/effectiveness? *(Try to link your contribution to the strategic and/or team objectives)*

In what ways have you empowered, motivated and engaged your team and how will you continue to do this? Also, to what extent are you being inclusive, compassionate and caring? *(Line Managers only)*

How would you like to develop your role/career over the next 6 to 12 months? What additional knowledge, skills and/or experience do you believe could help you to be more successful e.g. undertake a NHS Leadership Academy development programme?

If you are interested in being considered for the regional talent boards, why do you believe you are suitable?

What have you done to enhance your working relationships, especially with new colleagues or those who are different to you? Think mostly about colleagues you work closely with

In the current climate, what will help you to be more emotionally and psychologically resilient? How are you managing stress and any feelings of anger or disappointment etc.?

## Section C

### **CCG Competency Framework (including Core Values) & Self-Assessment Tools**

As part of your appraisal preparation complete the **Self-assessment Tool** at the back of the CCG's Competency Framework booklet. The **Dimensions Evaluation Table** (found in the CF booklet) and the **Job Wheel** (found on the next page and in the CF booklet) are also useful to you although both are optional to complete. All of these documents should help to support objective and standard setting and link to your PDP/career development plan in [Part 2, Section C and D](#).

## Section D

### **Next Steps for Employees ...**

To aid your Line Manager's preparation send them **completed** copies of the following documents **5 working days** in advance of your agreed appraisal date:

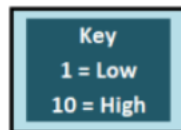
- A copy of this **Appraisal Form** where you have completed [Part 1, Section A and B](#)
- The Competency Framework **Self-assessment Tool** (and if utilised the **Job Wheel**)

## The Job Wheel

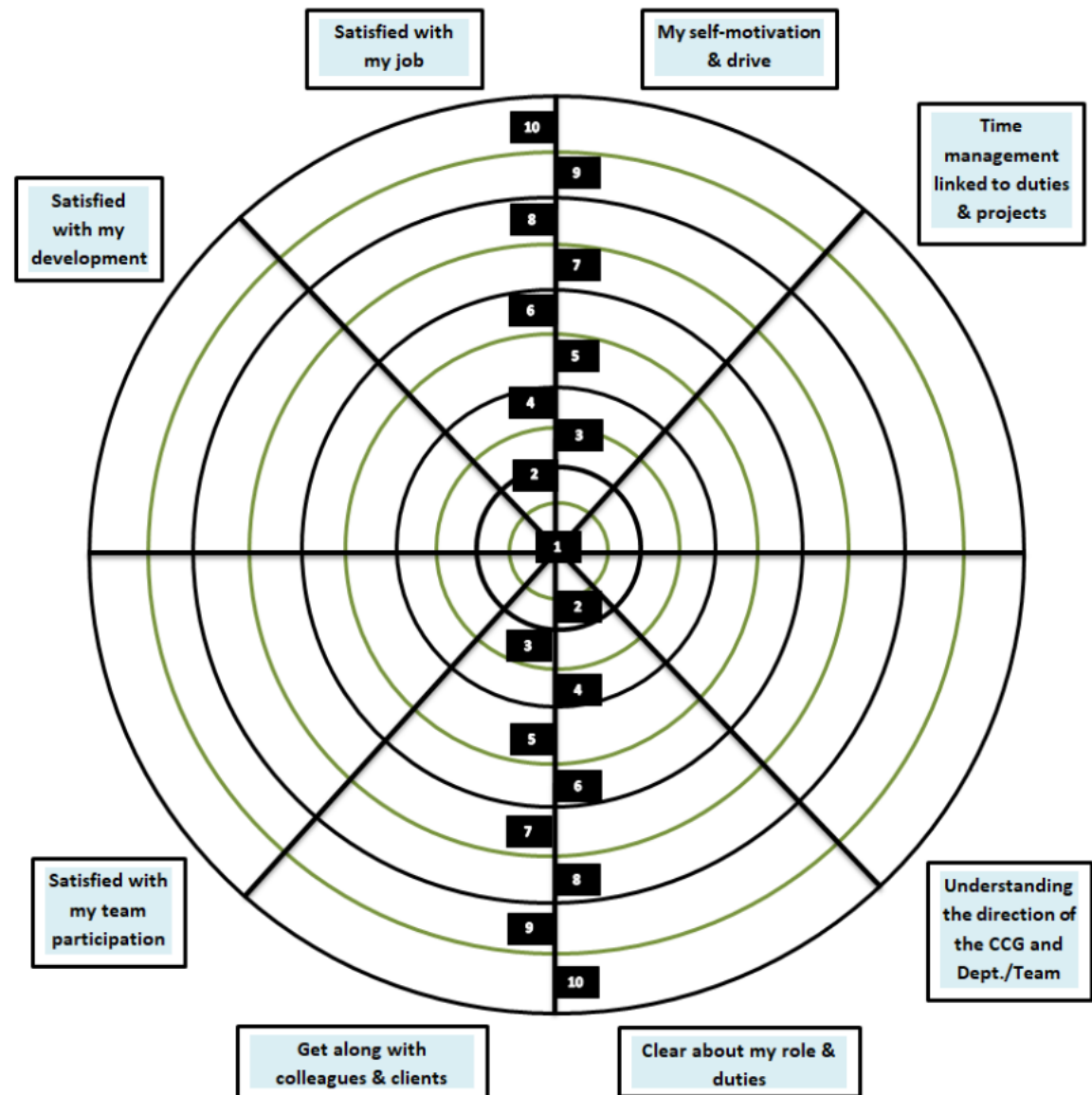
(This is **optional to complete** but is a useful visual representation of key areas)

Use this wheel to score yourself against each category and then focus discussions and actions on areas with lower scores (these being key developmental areas), or even areas that don't have a lower score but you'd still like to improve

**Top tip:** if you are filling this form out electronically click and drag a red dot from below and place it in the relevant place on the Job Wheel (see the key below and use one red dot for each category)



Drag a red dot from below and place this appropriately on to the job wheel



## Part 2

### Section A

#### **Mandatory & Statutory Training Compliance**

Is all mandatory and statutory training up to date? <i>All mandatory and statutory training must be up to date at the time of the appraisal.</i>	Yes	<input checked="" type="checkbox"/>
	No	<input type="checkbox"/>

#### **Professional Registration**

Is professional registration up-to-date? <i>Where it is a requirement of the post, professional registration must always be maintained. It is the employee's responsibility to maintain professional registration.</i>	Yes	<input checked="" type="checkbox"/>
	No	<input type="checkbox"/>

#### **Appraisal Compliance (for Line Managers only)**

Are all direct report appraisals complete or have dates for all outstanding appraisals been scheduled? <i>Line managers may be asked to provide names and dates of completed/scheduled appraisals</i>	Yes	<input checked="" type="checkbox"/>
	No	<input type="checkbox"/>

### Section B

#### **Alignment to CCG Competency Framework & Core Values**

After self-evaluating against each of the 9 x CCG Competency Framework dimensions, employees should select and then jointly agree with their Line Manager at least 3 x behaviours that they will develop against (see [Part 2, Section C](#) for more information). To note, as all employees should be continuously working in-line with the CCG's Competency Framework, evidence to show that certain behaviours/dimensions are being met may be requested by line management.

Use the table on p8 to record the 3 x behaviours (and associated dimensions) that will be developed.



Dimensions	Dimensions and behaviours to be developed / general comments:
1. Purpose & Effectiveness 2. Compassion & Trust 3. Information/Data Management & Service Improvement 4. Collaboration & Partnering 5. Vision & Strategy 6. Team Working & Diversity 7. Accountability & Honesty 8. Development & Capability 9. Influencing & Communicating	1.
	2.
	3.

## Section C

### **Objectives & Standard Setting**

Make use of the **Objectives & Standard Setting Form** (or **1-2-1 Form**) and jointly agree **performance objectives/standards** (including stretching objectives/standards where it is reasonable or appropriate to do so).

**Line Managers** also need to agree 3 x **development objectives** to help them to undertake their role more effectively (this should ideally include at least 2 **development objectives** that are linked to improving their leadership style). These do not necessarily need to be major improvements but should link to the Competency Framework.

**Employees** to agree at least 3 x **development objectives** to help them to undertake their role more effectively. These do not necessarily need to be major improvements but should link to the Competency Framework.



## Section D

### Personal Development Plan (the next 12 months)

Use this form to record down the PDP i.e. learning, education or development needs for the next 12 months. To note, the PDP can link to longer term career development needs/plans.

What is the learning, education or development need?	How will this be achieved?	Why is this being undertaken? a) <b>Statutory</b> (this is legally required) b) <b>Essential</b> (this is critical to the role or organisation) c) <b>Mandatory</b> (the organisation has decided this must be completed) d) <b>Desirable</b> (this is advantageous to the organisation, for self-development or even career development purposes)	Completion Date

General comments (*including any comments in relation to career development needs/plans*):

## Section E

### **Learning, Education & Development (the last 12 months)**

Briefly state what LED has been undertaken over the last 12 months.

What was the learning, education or development undertaken?	How was this achieved?	Who was the provider? e.g. NHS Leadership Academy	Completion Date/On-going

## Section F

### **General Comments**

Use this box to record any general comments that need to be formally recorded:

## Part 3

### Next steps for Line Managers ...

#### 1) Recording Appraisal Completion

To enable the Human Resources Department to record and monitor appraisal compliance, Line Managers are asked to send the following information to [ncccg.hr.greaternottingham@nhs.net](mailto:ncccg.hr.greaternottingham@nhs.net) **within 10 working days** of an appraisal taking place.

The easiest way to do this is to email HR/OD **Part 1 (Section A) & Part 2 (Section A, D and E) of the Appraisal Form** [delete the other components before sending].

- (1) Employee's name
- (2) Appraisal completion date
- (3) If mandatory and statutory training is **out of date**
- (4) If the line manager is **non-compliant** with employee appraisal i.e. all employee appraisals haven't been completed or at the very least scheduled
- (5) The Personal Development Plan (for the next 12 months)
- (6) Learning, education and development (from the last 12 months)

Remember that not emailing the above information to the HR/OD Department distorts the appraisal compliance figures; therefore failing to centrally record compliance is then no different to the appraisal not having taken place.

#### 2) Professional Registration

If relevant to the role, please contact the HR Department if the employee's **professional registration** has not been maintained.

#### 3) Filing of Appraisal Paperwork

Upon completion of the annual appraisal please ensure a **signed copy** of the completed **Appraisal Form** and **Objective & Standard Setting Form** (including all other completed appraisal documentation i.e. **Self-assessment Tool, Job Wheel**) is given to the employee. Remember to keep a copy of the completed Appraisal Form and Objective & Standard Setting Form for your own records including for future use.