|  |
| --- |
| East London Foundation Trust (ELFT) is committed to developing a culture of engagement based on frequent open discussions.Appraisal is a process where managers and staff develop and create an environment of collaboration and mutual respect, with regular contact, to deliver on the Trust Strategy. Please ensure all appraisals for eligible staff are completed by **31st October 2021.** Please read the[**Appraisal Guidance Notes**](file:///I%3A%5CHR%5CTraining%20%26%20Development%5C26.%20Appraisals%5CAppraisal%202021%5CCommunication%5CTrust%20communication%202021.doc)before holding an appraisal meeting and completing the form.  |

**Section 1: Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Appraisal Date:** |  |
| **Appraisee Name (employee):** |  | **Employee number:** |  |
| **Job title:** |  | **Band:** |  |
| **Directorate:** |  | **Location:** |  |
| **Professional Registration:**  | [ ] **Yes**  [ ]  **No** | **Professional Body: (state)** |  |
| **Disclosure and Barring Service** **(DBS) is required to maintain the safety of our service users, carers and staff; If yes, is the DBS up to date?**  [ ] **Yes**  [ ]  **No**  |
| **Have you had at least one conversation about your wellbeing with your manager in the past year? If not, please use this as a reminder to do so. Guidance on wellbeing conversations can be found here** [**https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing**](https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing) |
| **The wellbeing of our staff is important to ELFT and we ask that all staff have wellbeing conversation. Have you had a wellbeing conversation?** **☐Yes ☐ No**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Appraiser Name (manager):** |  | **Appraiser Job title** |  |
|  | **Who else has been consulted?** |  |



|  |
| --- |
| The appraisal process is an important part of how the Trust will deliver our strategy for the future.  |

**Section 2: Review of 2020-21 Appraisal Year**

Before the meeting, the appraisee reflects on last years’ performance and objectives agreed. During the meeting, discuss outcomes, challenges, levels of achievement.

|  |
| --- |
| **Reflections on previous years’ performance.**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Year Objectives (The ‘WHAT’)** | **Exceed** | **Met** | **Partly met** | **Not met** |
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Year Objectives (The ‘HOW’)** | **Exceed** | **Met** | **Partly met** | **Not met** |
|  | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ |
| **Supporting evidence / comment:** |

|  |
| --- |
| **Performance rating for 2020-21** (See guidance on performance rating) |
| **Exceeds Expectations -** Outstanding performance against objectives, achieves more than what is expected of them, and demonstrates role modelling of behaviours required beyond their role. |[ ]
| **Meets Expectations -** Meets the expectations for performance against objectives and behaviours required at the level for their role. |[ ]
| **Partly Meets Expectations** - Performance needs improvement, below expectations against performance objectives and behaviours required at the level for their role. |[ ]
| **Unsatisfactory** - Does not meet expectations for performance and or behaviours for their role (NB. Only staff already on Informal **OR** Formal Performance management in line with the Trust policy can be given this rating) |[ ]
| **Comments/justification by appraiser on the above rating:** |
|   |
| **Comments by appraisee on the above rating:** |
|  |

**Section 3 – Objectives for 1 May 2021 to 31 October 2021**

This section should be discussed during the meeting. The objectives must link to the Trust Strategy and relevant strategic outcome **Improve Population Health, Improve experience of care, Improve Staff experience, Improve value** and must be “**SMART”** (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime bound)

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** (SMART)The objectives below are mandatory for all managers | **Expected outcome/measure of achievement**This should include any support /resources required  | **Timescale (by when)** | **Which of the Trust Strategic Outcome is this linked to?** |
| **Mandatory for manager** Taking action to embed and contribute to the Trust Strategy  | Ensure team is aware of the Trust strategy and direct reports set objectives in line with the strategic outcomes | Mar 2022 | Improve Value |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4 – Career aspiration**

This section should be discussed during the meeting and should look at the appraisee’s career aspiration and what support can be offered in realising this.

|  |
| --- |
| **Career Conversation / Succession planning** |
| How would you like to see your career progress? |  |
| Agreed outcomes/actions from discussion relating to the appraise career aspirations |   |

**Section 5 – Personal Development Plan (PDP)**

Please list any learning and development requirements to meet your objectives.

|  |  |  |  |
| --- | --- | --- | --- |
| **Development need**  | **Why is it required?** | **How will I achieve this and what support will I need?** | **Deadline and review date** |
| **Statutory/Mandatory (List)** | To ensure safe practice for staff, service users and the Trust |  |  |
| **Qualification / Formal Training:**  |  |  |  |
| **Leadership / Management Development:** |  |  |  |
| **Continuing professional development/on-the-job training/other:** |  |  |  |

**Section 6 – Upward Feedback**

Considering your working relationship with your line manager, their respective leadership style and how this impact on your performance, what would you like your manager to:

|  |
| --- |
| I would like my manager to: |
| Continue doing: |  |
| Do differently: |  |
| Start doing: |  |

**Section 7 - Annual Appraisal Approval**

|  |
| --- |
| **Agreement of performance review/objectives and PDP** |
| I confirm that any professional registration required for my post (e.g. GMC, NMC, HPC, CIPD) has been maintained throughout the year and that required CPD has been undertaken. [ ] **Signature (Appraisee):**      **Date:**       |
| Line manager/appraiser, we have discussed and agreed this document. I am / will liaise with the budget holder to fund the PDP where possible.**Signature (Line Manager):**       **Date:**       |

**Signed copy to be retained securely by the appraisee and appraiser in accordance with ELFT records management policy.**

**Appraisal completion date to be entered on** [**here**](https://forms.office.com/r/cm57gcpQd3)

**Section 8 – Mid Year/ Interim review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of appraisee**  |  | **Employee number**  |  | **Band** |  |
| **Job title**  |  | **Directorate**  |  | **Location**  |  |
| **Name of appraiser**  |  | **Date of six-month review**  |  |
| **Objectives** (SMART)Please capture additional or changed objectives | **Expected outcome/measure of achievement**This should include any support /resources required  | **Timescale (by when)** | **Which of the Trust Strategic Outcome is this linked to?** |
|  |  |  |  |
|  |  |  |  |
| **Update on Objectives / changes:**  |
| **Development need**  | **Why is it required?** | **How will I achieve this and what support will I need?** | **Deadline and review date**  |
|  |  |  |  |
|  |  |  |  |
| **Additional training needs agreed as a result of objective:**  |
| **Agreement of the interim review outcomes** |
| **Appraisee signature:** **Date:** **Appraiser signature:** **Date:**  |

**Signed copy to be retained securely by the appraisee and appraiser in accordance with ELFT records management policy.**

**Appraisal completion date to be entered on** [**here**](https://forms.office.com/r/cm57gcpQd3)