

Appendix 2

Annual Appraisal Form

Appraisee's Name		Appraisee's Role		Period Under Review	
Appraiser's Name		Appraiser's Role		Date Entered on ESR	
Department		Date of Review			

Section 1 Core and Mandatory Training Review

Mandatory Training completed for last full year	Yes	No	
Competence packages completed/Core training completed for last full year	Yes	No	N/A

Section 2 Performance Review

Areas of achievement	Areas for development

Score (1 to 5)

Key – 1 No objectives achieved 2 Some objectives achieved 3 Majority of objectives achieved 4 All objectives achieved 5 Exceeded objectives

Section 3 PROUD Behavioural review

Value	Areas of achievement	Areas for development
<p>Patient-first <i>Ensures the people we serve are at the heart of all we do; by being compassionate, caring for them with dignity and empathy and delivering a professional level of care.</i></p> <p>Respectful <i>Be kind, respectful, fair and value diversity. Displays a high level of self awareness. Is open and honest whilst ensuring inclusivity and valuing people's differences.</i></p> <p>Ownership <i>Celebrate our success, learns continuously and ensure we improve. Displays a can-do attitude taking responsibility for their own actions; both invites and acts on feedback received.</i></p> <p>Unity <i>Works in partnership with others committing to team and organisational objectives. Supports and encouraging colleagues through the sharing of knowledge and experience.</i></p> <p>Deliver <i>Be efficient, effective and accountable for our actions. Delivers results in line with organisational goals and policies.</i></p>		

Key - 1 No behaviours observed 2 some behaviours observed 3 Majority of behaviours observed 4 All behaviours observed 5 Exemplary

Score (1 to 5)

Section 4 Career Discussion

What are your career aspirations?

Development within current role	Ready for progress now	Ready for progress in next 12 months	Ready for progress in next 3 years	Potential in 3 years +

Any other comments.

Appraisee comments

Signature

Appraiser comments

Signature

Appraisers line manager comments

Signature

Personal Development Plan (Including Work Objectives and PROUD behaviours)

Objective	How will I achieve it?	When will I achieve it?	How will I know when I have achieved the objective?