Appraiser to complete section A and ensure that a copy of this form has been given to the appraiser at least 5 working days prior to the appraisal meeting date. If you are an academic or research member of staff you would normally be expected to attach an updated CV when you submit this form to your appraiser.

Please refer to the “School of Clinical Medicine Appraisal Scheme” and “School of Clinical Medicine Appraisal Frequently Asked Questions” documents prior to completing the form.

## Section A

<table>
<thead>
<tr>
<th>Appraisee name</th>
<th>Appraiser name &amp; job title</th>
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</thead>
<tbody>
<tr>
<td>Appraisee grade</td>
<td></td>
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<tr>
<td>Date of appraisal</td>
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**Period covered by the appraisal review (dates)** NB this should normally be the previous 12 months

### Achievements to date

Record your main achievements as you see them over the period covered by this appraisal (please refer to the objectives agreed at your last appraisal unless this is your first appraisal). What skills have you developed over this period? What has been the impact of your achievements? If you plan to bring any supporting documentation with you to the appraisal meeting, please note it here.

### Barriers to achievement to date (and see separate Covid box below)

Did you encounter barriers to achievement? If so, how did you overcome them or attempt to overcome them?

Has the lockdown period (March 20th – July 2020) had any effects on your role and how you deliver it? What provision would help you?
### Role-relevant Training / Learning / Development to date

What training/learning/development have you completed over the period of this appraisal? How have you used this in your role?

### General Training 1

**(a) Online training modules**

Have you done these, and if so, approximately when?

<table>
<thead>
<tr>
<th>Training Area</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>E/D training</td>
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<tr>
<td>Unconscious bias training</td>
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<tr>
<td>Prevent training</td>
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<tr>
<td>Cybersecurity</td>
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<tr>
<td>Data protection</td>
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</tbody>
</table>

**(b) Management/leadership training?**

Management essentials Yes / No / Not applicable

Level ____ leadership training (when ____)

Other training (please give brief details):

### Future Career Aspirations

What career development or personal aspirations do you have, and how might longer term achievement of these be enabled in the short term?

### A Great Place to Work

The School's strapline is a ‘Doing great work in a great place to work’. Is there anything that you haven’t mentioned above which could help ensure the School is a great place for you to work. This might include work environment, interpersonal behaviours or other factors not previously discussed.

Wellbeing – Are there any health or wellbeing matters to discuss including any suggestions for either the appraisee or the department?
### Objectives for the next appraisal period
For discussion at the appraisal meeting: what would you suggest should be your key SMART objectives in the coming appraisal period? (please include suggested completion/delivery dates). What aspects of your role do you wish to improve/develop?

Are there improvements that you would suggest, for example changes to ways of working, that would add to efficiency / effectiveness?

### Training 2
Please indicate any training or development you have identified that you have not done but would assist you in meeting the above objectives in the next appraisal period, or more generally to assist your career development in the longer term. If it is helpful to you, you may wish to complete a PD26 available from the University website, HR Staff Review and Development pages.

Do you have any relevant skills which could be better utilised in your role?

### Mentoring – if any boxes are ticked, please give brief details
I currently have a mentor [ ]
This is a formal [ ] informal [ ] arrangement

(if no): I would like to have a mentor [ ]

I mentor other(s) [ ]

(if no) I would be happy to become a mentor [ ]

### Other areas for discussion
Are there other areas you would like to discuss?
Section B (to be completed by the Appraiser after the appraisal meeting)

Summary (by Appraiser) of main points that arose during the review discussion, including SMART objectives for the next appraisal period (recommended maximum 5), agreed actions and timescales.

Section C (to be completed by the Appraisee, after Section B has been completed)

Appraisee’s comments:

Signature of Appraiser:  
Date:

Signature of Appraisee:  
Date:

Seen by Head of Department or individual nominated by the Head of Department for the purposes of review and countersignature

Signed………………………….  Dated……………………

Name  ………………………

Section D (to be completed only if a mid appraisal cycle follow up / review meeting is held and action agreed)
<table>
<thead>
<tr>
<th>Signature of Appraiser(s):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Appraisee:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Seen by Head of Department/nominated counter signatory (if appropriate after review)**

Signed……………………. Dated…………………….