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| **Summary Appraisal Form** | | | | |
| **Name** |  | **Manager** |  | |
| **Format of conversation** |  | **Date** |  | |
| **Conversation to include**: Individual Performance in relation to CFRS Vision, Key Objectives – People, Prevention, Protection & Response, Service Behaviours, Team Objectives & Achievements, Personal Strengths, Aspirations, Areas for Development & Required Support. | | | | |
| Individual summary: | | | | |
|  | | | | |
| Manager summary: | | | | |
|  | | | | |
| Wellbeing: | | | | |
|  | | | | |
| Personal Development & Career Aspirations: | | | | |
|  | | | | |
| **I agree this is a fair and accurate record:** | | | | |
| *Manager* | | | |
| *Individual* | | | |
| Please ensure both parties keep a copy of this form. The manager should record the date of appraisal on iTrent. | | | |

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| **Goal Setting** | | | | | | |
| **Name** |  | | **Managers name** |  | | |
| **Date** |  | | **Role** |  | | |
| **Include goals that align with objectives and long term direction of your team and service.** | | | | | |
| **Goal**  What do I want to achieve and by when? | | How am I going to achieve it? | | | What support is required? What potential barriers might I need to overcome? |
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