|  |
| --- |
| **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. |

|  |
| --- |
| **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?  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |