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| **Summary Appraisal Form** | | | |
| **Name** |  | **Manager** |  |
| **Format of conversation** | In Person | **Date** |  |
| **Conversation to include**: Individual Performance in relation to CFRS Vision, Strategy and Core Code of Ethics, Key Objectives – People, Prevention, Protection & Response, Service Behaviours, Team Objectives & Achievements, Personal Strengths, Aspirations, Areas for Development & Required Support. | | | |
| Individual summary: | | | |
| * To record individuals thoughts on the last year, their performance/progress and how they feel in and out of work. * Include discussion around leadership/management style, what works for them and what doesn’t. | | | |
| Manager summary: | | | |
| * Include summary of feedback from other individuals * Reflect on last 12 months personal and work performance * Consider core code of ethics | | | |
| Wellbeing: | | | |
| * Include conversation about any barriers they may have, either due to Mental health, physical health, neurodiversity, Personal life, protected characteristics or other (and how these can be addressed or escalated) | | | |
| Personal Development & Career Aspirations: | | | |
| * What are their priorities? * How do these fit with service priorities * Be realistic about progression opportunities in service | | | |
| Declarations: | | | |
| * Has the employee taken on any secondary employment since their last appraisal which we have not yet been made aware of? * Is there anything the service needs to be aware of when the employee has their DBS renewed? * Has the employee had any motor offences which are now attached to their license? | | | |
| **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 their HR File. | | | |

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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 | | SMART | | | Comments (include barriers/interdependencies) |
| Initial goal needs to be personal eg. Be kind to yourself, travel, fitness, reading, making time for you, worklife balance  It is also worth while, when setting goals, to incorporate them into the Core Code of Ethics | | Specific  Measurable  Achievable  Realistic  Timebound | | |  |
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