

# My appraisal

Your appraisal conversation is about you. It's about what you're good at and what you might need support with so that you can improve how you do your job and make your best contribution to what we are here for which is to achieve **better lives, together** by living the values of **we care, we listen, we deliver**.

It's about how you want to grow and develop in your career and make sure that we all care for each other in the same way we care for our patients and service users by living the Care Trust's values and behaviours in everything we do.

## **better lives, together** Our strategic framework 2019-23



The Trust has also set six key strategic objectives for 2021/22 which are as follows:

1. Engage with our patients and service users, ensuring they are equal partners in care delivery
2. Prioritise our people, ensuring they have the right skills, suitable workspaces and feel valued and motivated
3. Provide our people with the tools and coaching to support innovation, quality improvement and organisational learning through the Care Trust Way
4. Empower all staff to be leaders within an open culture in line with our values and aspirations for inclusivity and diversity

5. Value partnership ensuring that we collaborate to deliver maximum impact on health inequalities
6. Make effective use of resources so that our services are clinically, financially and environmentally sustainable

During your appraisal conversation you should discuss with your manager how you've found the last 12 months, your role, objectives for the year ahead, your health and wellbeing and your contribution to delivering **better lives, together**.

You'll also discuss and agree and opportunities for development so that you can become the best version of yourself. This is your time, so if there is anything else you want to discuss with your appraiser, go ahead. Your appraisal is important. During the conversation agree the key points with your appraiser and use the boxes below to make a note of them.

To help you prepare take a look at the appraisal preparation guide [here](#).

### 1. Looking back

Looking back over the last 12 months – what are you most proud of? What are the positive contributions you have made which we can celebrate? How have your achievements contributed to the Trust's vision, values and behaviours? Refer to the [Staff Charter](#) for further information.

### 2. My development

Have you undertaken any training, learning or development which has helped you in your role over the last 12 months? How has it helped to contribute to the Trust's vision, values and behaviours – please state.

### 3. My role

Do you enjoy your role and working for BDCFT? Do you feel valued and included? Is there anything you would like to see improved? Do you have the opportunity to put forward ideas and explore new ways of working to improve the service?

### 4. Me

Work and home can sometimes impact on each other, is there anything you would like to discuss? This could include working hours, working patterns, flexible working, team relationships, your health and wellbeing, childcare, caring responsibilities etc. \* For an in-depth Health and Wellbeing conversation please see the [guidance](#) and arrange a separate meeting with your manager.

### 5. Setting objectives

We're all here to make our contribution to delivering **better lives, together** to the users of our services. Whatever your role, our purpose is to deliver better lives, together through living the Trust values of **we listen**, **we care**, **we deliver** and behaviours. What are your objectives over the next 12 months that will support this? Is there anything you need to help you achieve them? Please refer to the six strategic objectives on pages 1 and 2 so you can identify any objectives that contribute to the achievement of these.

Have a discussion with your manager and once they are agreed, enter them in the box below.

## 6. My learning and development needs

Do you have any specific learning or development needs? These may be related to the achievement of your objectives or relate to development within your role or personal development. How does this link to the Trust's vision, values and behaviours?

## 7. My future

So, let's now think about your work in the future. Are you happy doing the job that you currently do, or interested in looking at other options or promotion? You may be content to stay in your current role or there may be certain things you would still like to achieve. If so, please detail below.

If you are interested in having a more in-depth conversation with your manager about your future development and possible future roles then see the My Career section of this document below. You can either have the conversation as part of the appraisal or you may need to book a separate session depending on time available.

Do you want to have a career conversation with your manager?  Yes /  No

If Yes, and you are having this as a separate meeting have you booked a meeting?  
 Yes /  No

## 8. Summary

**Appraiser summary of the conversation**

## Appraisee – summary of the conversation

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### Once completed, please:

- 1) (Appraisee & Appraiser) Sign this form below.
- 2) (Appraisee) Complete the [Declaration Form 2021/22](#) online.
- 3) (Appraiser) Enter the appraisal date on [ESR](#) to show that that the appraisal has taken place ([How to guide](#)).
- 4) (Appraiser) Upload the appraisal form to the [HR drop off library](#) (You may need to sign in – Select Professional Development).

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Name of Appraisee</b>      | <b>Name of Appraiser</b>      |
| <b>Signature of Appraisee</b> | <b>Signature of Appraiser</b> |
| <b>Date</b>                   | <b>Date</b>                   |

**See next page for the career conversation**

# My career

It's important that you have the opportunity to discuss your career and any future aspirations with your line manager. The following pages should enable you to identify areas of your role which you enjoy, identify your future progression areas and develop a plan to gain further experience in certain areas. Thinking about your future career you may be satisfied in your current role but want to further develop your knowledge and skills. You may also be keen to achieve promotion or move sideways to a different type of role. Any identified actions should be discussed with your line manager and detailed on the development plan for next year.

## 1. Reviewing my career

This section enables you to reflect upon how satisfied you are within your role, how well this fits within your life and the impact this has on you.

### Highly rewarding

Beginning of my career \_\_\_\_\_ Today

### Unrewarding

Reflecting on your career identify those aspects of your role which you have found highly rewarding and those that have been unrewarding. Summarise these above or below the timeline above.

|  |   |
|--|---|
| <b>What do the high points in my career have in common?</b> Identify up to 3 points. | <b>What do the low points in my career have in common?</b> Identify up to 3 points. |
| <b>Looking at the above, what choices might I make in the future?</b>                |   |

## 2. My current role

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| <b>What I like about my current role</b>  | <b>What I don't like about my current role</b>   |
| <b>My level of fulfilment within my current role</b> What 3 things would increase my fulfilment | <b>The opportunity that exists for me to grow further within my role.</b> Identify at least 3 opportunities to develop further within my role. |

## 3. My future career

Please select from the two options detailed below.

**At this point in my life or career I am content to stay in my current role and do not feel the need to explore other options.**

|   |   |
|---|---|
| <b>What would I like to achieve within my role?</b>                         | <b>What support or development I need to achieve these goals?</b> |
| <b>What other considerations in my life do I need to balance with this?</b> | <b>What might I need to do differently?</b>                       |

OR

I am considering moving to another role now or at some point in the future.

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| <b>What are my intentions? What roles am I considering?</b>  | <b>What is my primary motivation?</b>  |
| <b>What time frame am I considering and why?</b><br><br>Ready now<br>Ready 12 – 18 months<br>Ready 12 – 24 months<br>Ready 2+ years<br>Not ready (the time isn't right for me) | <b>What support or development will I need to make the transition? Or what might I need to do differently?</b> |

#### 4. Strengths summary

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| <b>Areas of strength and potential – identify up to 3</b> | <b>Development areas to either address or enhance – identify up to 3</b> |
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#### 5. Career development plan

Use this page to summarise your career goals. Remember, you can change your mind as often as you like and your readiness is determined not just by your capability and confidence but also the extent to which a role works alongside your personal life at a given point in time. Please detail any identified learning and development needs on the personal development plan looking ahead for the next 12 months.

|  |   |
|--|---|
| <b>Short-term goals – my career goals for the next 12-18 months (these may range from staying in your current role to preparing for a transition now or in the future)</b> | <b>Increasing my readiness – what growth, learning, experience of development do I need to achieve these goals?</b> |
|--|---|



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| <p><b>Long-term goals</b> – my aspirations and goals 2 years and beyond</p> | <p><b>Long term planning</b> – what kind of support will I need and from whom in order to realise these ambitions?</p> |
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