

## SCHOOL OF INFORMATICS

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### The Appraisal Form **for Support Staff**

The contents of this form are confidential to the appraisee, appraiser and to the Head of School (or equivalent), unless agreed otherwise with the appraisee.

- Part A**      **Taking Stock** – to review the past year’s achievements  
**Part B**      **Planning Ahead** – to develop plans for the future  
**Part C**      **Outcomes** – summarising the progress review discussion

### The Appraisal Process

Please complete parts A and B of this form in advance of the date agreed for your appraisal/progress review meeting. You should pass parts A and B of the form to your nominated appraiser **one week** before your meeting.

After the meeting, you will have an opportunity to update parts A and B in the light of discussions and agreed actions. Please ensure you note any changes which should be made to your publication record. The form should then be passed back to the appraiser to complete part C. You will then be asked to comment on their summary and action points before signing off the form.

Once part C has been completed and signed by both the appraiser and appraisee please pass **part C** back to InfHR. InfHR will then seek the final signature from Head of School (or equivalent).

<b>Name</b>	
<b>Date of appraisal</b>	
<b>Appraiser’s name</b>	

## **PART A TAKING STOCK**

1. Briefly list the main areas of work/projects you have been involved in the past year - general headings will do; start with the bigger areas of your work first.

2. Briefly list the progress you have made in the main areas of work/projects in the past year - or since your last appraisal (including progress on actions agreed at your last appraisal).

3. Briefly list any aspects of your work situation which have hindered progress in your main areas of work.

## **PART B PLANNING AHEAD**

4. Looking ahead, briefly list any areas of your work you would like to develop, or new areas, relevant to your work, in which you would like to become involved.

5. Taking account of your main work areas, and the year ahead, do you need any training or development to help you in the coming year. General headings are fine for this form - the options and details can be discussed in your appraisal meeting.

6. Is there anything else that needs to be noted here, for discussion, because it will have an impact on your work, career, or any future professional development/training?

**PART C OUTCOMES**

**Full Name:**

**Date of Review:**

Summary of action points, including personal development opportunities and training activities, agreed between appraiser and appraisee.

Comments, if any, by appraisee:

Comments, if any, by appraiser:

**Signature of appraisee:**

**Date:**

**Signature of appraiser:**

**Date:**

Summary of Action Points authorised by the Head of School (or equivalent).

**Signature of Head of School (or equivalent):**

**Date:**