



Nottingham Trent  
University

Employer Toolkits

# Appraisal Template

Version: 01

Date: June 2023

Keep



## 1. Introduction

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The appraisal is a discussion and feedback session between the employee and their appraiser (line manager). This is where you will meet and review how objectives are being met and monitored, discuss current challenges, identify support required and ensure the employee is performing in their role. These should be diarised meetings with plenty of time for both of you to prepare.

They serve multiple purposes – develop and motivate employees, ensure strong lines of communication between you and the employee, allow you to understand and resolve challenges and conflict, are important in retaining talent, and allow you to ensure objectives are monitored and on track.

Employers must conduct them fairly and in good faith, focussing on the employee's objectives and by creating a safe space to give fair and considered feedback so that both parties walk away after feeling motivated and positive.

The downloadable form allows you to track progression and monitor progress. At the end of the 12 months, you can then finalise the performance outcomes. Both parties should have a copy of the document.

## 2. Suggested questions

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**Over the past week/month/year in this role;**

- What do you feel went particularly well?
- What did not go so well? Why?
- What has been your greatest achievement?
- What has been your biggest disappointment?
- What has taken longer than you initially assumed?
- What are the key factors that have impacted upon or influenced your performance?
- What has caused you frustration?
- What have you learned?
- What would you do differently?
- What would you like to be better at?
- How have you developed your relationships with colleagues?
- What do you want your appraiser to do more of?
- What do you want your appraiser to do less of?
- How do you see your role developing over the next 6 – 12 months?



Key learning and challenges to ways of working – what are you taking from your role?

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Current sticking points and areas requiring clarity or revision to current working practice

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Key areas for focus, development, and enhancement for next 12 months in strategic areas (recommended at 6 months and yearly appraisals (see development plan))

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Of these strategic areas;

- What / which are you leading on?
- What / which are you supporting?
- What do you need clarity on / development so you can contribute / clarify objectives?
- What / which are you supporting?

Draft agreed areas for focus and development into outputs, targets etc.

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Annual Performance Review	
Rating	Further Comments
<b>Overachieved (exceeded all goals in development plan and added value)</b>	
<b>Achieved (met all goals in development plan)</b>	
<b>Underachieved (did not meet all goals in development plan and unacceptable performance) What are the next steps? E.g. extended probation? More formal performance reviews?</b>	

<b>Employee Signature</b>		<b>Date</b>	
<b>Appraiser Signature</b>		<b>Date</b>	