

## ERE Level 4-6 Online Appraisals

### **Advice and Support for preparing for appraisal conversations**

#### **Preparing for your Appraisal Meeting: Self-Assessment**

You should complete your self-assessment on-line two weeks prior to your appraisal meeting to give your appraiser time to review what you have written.

- You can review progress against each objective, then rate and comment on your overall contribution in the online appraisal form, in [MyHR Dashboard](#)
- You can also add any personal development objectives and career aspirations to be discussed with your appraiser to the form.

#### **Training**

- Appraisal training is mandatory for new appraisers and those who have not previously completed 'Licence to Appraise'. The training has been revisited and the enhanced **Appraising with Confidence** workshop has a range of dates available to book via [Staffbook](#). This practical workshop supports all aspects of appraisal; from how to prepare, holding meaningful two-way conversations and providing impactful feedback.
- Enhanced eLearning for Appraisers and Appraisees will be available from mid to end January. The eLearning can be completed as a refresher and also forms the pre-course work for the Appraising with Confidence workshop.

#### **Overall Contribution Summary**

Following the appraisal conversation, it is important that both you and your line manager complete the "overall contribution summary" page of the appraisal form. This will provide a summary overview of the appraisal outcome for the purposes of moderation. Find out more about recording your [overall contribution on this guidance page](#).

#### **Further Support**

Detailed appraisal process guidance is available [on the HR Intranet](#), including:

- An interactive guide to the appraisal process: [What does it mean for me? What do I need to do and when?](#);
- A [Quick Start Guide to the online appraisal form](#);
- An [appraisal discussion template](#) to facilitate note-taking during face-to-face appraisal meetings; and
- The [full user guide](#) for the online appraisal form.

If you have queries about the appraisal process and how it applies to you, please contact [AskHR](#).