

CORPORATE TEAM – OUTLINE APPRAISAL THEMES-

1. Tailored to suit each member of Corporate Team
2. No need to have objectives in all areas
3. 6 main objectives maximum
4. Must have objectives in corporate areas
5. Targets expressed as measurable actions with timescales and measures
6. Feedback from 360 degree questionnaire before setting competency targets
7. Feedback from relevant Portfolio-holders and non-Executive member

Emboldened items are required; non-emboldened may be included

- Competency Development (from 360 degree survey)
- **Corporate Team Effectiveness** (joint targets to be agreed collectively -could be expected behaviours, team development, organization etc)
- **Corporate Plan Delivery** (objectives for which responsible – target to be 75% delivered on time)
- Service Improvement – could be sickness levels, customer satisfaction, key performance areas, efficiency gains,
- **Corporate Management** – sickness absence management, outstanding audit recommendations, budget management, risk management, corporate governance
- Member Support – target set from Portfolio-holder and Non-Executive member feedback

CORPORATE TEAM APPRAISAL – PROCESS & TIMESCALE (assumes 360 degree assessment handled in-house)

Just over one month before appraisal	Date, time and place set for appraisal. Appraiser confirmed
One month before appraisal	Appraisee sends out 360 degree assessment document to manager, Portfolio-holder, non-Executive member, peer, & 2 subordinates
Two weeks before appraisal	360 degree assessment feedback returned to appraisee & summarised
	Appraiser asks Portfolio-holder for suggestions for priorities from Corporate Plan or development areas
Week before appraisal	Appraisee assembles relevant information : <ul style="list-style-type: none"> • Corporate Plan, • Service Plans, • Job profile • Service performance information • 360 degree feedback, • any other agreed development plan for Corporate Team or individual, • last year's appraisal notes
Appraisal	Conversation covers: <ul style="list-style-type: none"> • Last years' targets – what's gone well • What has been difficult? • What is the feedback from 360 degree assessment? • Review of job profile • What are the objectives for improvement for the following year going to be and what will the measures of success be? • Are there areas for personal development? • Any changes to the interactions between appraisee and manager needed? • Agreement on arrangements for review of progress
Week after appraisal	Appraiser creates summary notes of appraisal Appraisee creates improvement plan, including development needs
Two weeks after appraisal	Both confirm both documents, which are stored by both with a copy to HR
A month after appraisal	Appraiser confirms to Chief Executive and Portfolio-holder that the appraisal has taken place and provides a copy of the improvement plan.

CORPORATE TEAM APPRAISAL : SUMMARY OF DISCUSSION

Appraisal took place on : _____

Appraisee: _____

Appraiser: _____

Record enough detail to be able to understand when you return to it at next appraisal.

<i>Topic</i>	<i>Main Points Made</i>
Last years' targets – what's gone well	
What has been difficult?	
What is the feedback from 360 degree assessment?	
Any issues arising from review of job profile?	
What are the objectives for the following year going to be and what will the measures of success be?	
Are there areas for personal development?	
Any changes to the interactions between appraisee and manager needed?	
Agreement on arrangements for review of progress	
Other comments	

<i>Topic</i>	<i>Main Points Made</i>

Signed:Appraisee:_____Post:_____

Appraiser:_____Post_____

Date:_____

APPRAISAL : IMPROVEMENT PLAN

Appraisal took place on : _____

Appraisee: _____

Appraiser: _____

OBJECTIVE THEME	OBJECTIVES	TIMESCALES	MEASURES	SUPPORT NEEDED
Eg Corporate Management	Sickness figures in service teams reduced by 50%	By April 2007	Local figures reported monthly & BVPI12	HR support to intervene in long-term sickness case
Personal Development	To meet service managers fortnightly to communicate Corporate Team information	By April	Next year's 360 degree feedback	Admin person to ensure diary space is preserved
Other comments:				

Signed:Appraisee: _____ Post: _____

Appraiser: _____ Post _____

Date: _____