### Professional Services Appraisal – Flow Chart

#### Before the meeting
- Date agreed at least two weeks before
- Appraisee completes Before the Meeting section of the form and sends to Appraiser at least a week before the meeting
- Appraiser may add/change the topics for discussion and sends the form back to Appraisee at least three days before the meeting (taking account of part-time staff working patterns). This is now the agreed agenda for discussion (no surprises).

#### Meeting happens
- Both parties make notes of the discussion and agree objectives and PDP

#### After the meeting
- Appraisee writes up their agreed objectives and PDP and sends to Appraiser within 2 weeks of meeting
- Appraiser may add/change objectives/PDP and adds their comments (feedback, thanks, emphasis on objectives). Appraiser sends form back to Appraisee
- Appraiser and Appraisee both agree and sign meeting outcomes
- Where Appraiser and Appraisee cannot agree outcomes, the Appraiser’s Appraiser is asked to support and resolve
- Form is stored as agreed within the Department – as a minimum, both Appraiser and Appraisee have a copy
- Agreed objectives and PDP are brought to every subsequent one-to-one for progress report/amendment